



## Community Rugby Program Coordinator (Summer Position)

**Organization:** Rugby Nova Scotia

**Location:** Various locations across Nova Scotia

**Term:** July 1 – August 26, 2026

**Hours:** Approximately 30 hours per week

**Reports To:** Rugby Development Officer

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### Position Overview

Rugby Nova Scotia is seeking a motivated and energetic **Community Rugby Program Coordinator** to support the delivery of grassroots rugby programming across the province. This role is ideal for an individual with a passion for sport development, youth engagement, and community outreach.

The successful candidate will play a key role in introducing rugby to new participants by delivering fun, inclusive, and developmentally appropriate programming at summer camps, schools, and community organizations. In addition to on-field delivery, the position includes administrative responsibilities to support effective program tracking and equipment management.

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### Key Responsibilities

#### Program Delivery

- Deliver introductory and non-contact rugby programming at summer camps, schools, and community organizations
- Create a safe, inclusive, and engaging environment for participants of all skill levels
- Adapt programming to meet the needs of different age groups and abilities

#### Community Engagement

- Act as a positive ambassador for Rugby Nova Scotia in the community
- Support relationships with local clubs, schools, and partner organizations
- Promote ongoing participation opportunities within local rugby programs

### **Administration & Tracking**

- Maintain accurate program attendance and participation records
  - Assist with program tracking and reporting requirements
  - Support inventory tracking and management of rugby equipment
  - Provide feedback and insights to improve program delivery
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### **Qualifications & Skills**

- Experience working with children and youth in a sport or camp setting
  - Strong communication and interpersonal skills
  - Ability to work independently and manage time effectively
  - Energetic, reliable, and adaptable in a dynamic environment
  - Rugby experience is considered an asset but not required
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### **Additional Requirements**

- Must be available for the full duration: **July 1 – August 26, 2026**
  - Must be between ages 15-30
  - Valid driver's license and access to transportation is considered an asset
  - Successful completion of a Criminal Record Check (including Vulnerable Sector Check) may be required
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Rugby Nova Scotia values aim to align with that of World Rugby and the diversity and inclusivity within our community. We encourage applications from Indigenous People, Persons of African Descent, Black Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically underrepresented communities.

Rugby Nova Scotia encourages all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us. All applicants must be able to provide a criminal record check.

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### **How to Apply**

Please submit your **resume and cover letter** to:  
[rugbyed@sportnovascotia.ca](mailto:rugbyed@sportnovascotia.ca)