



## HSBC CANADA SEVENS CONTRACT OPPORTUNITY

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**Title:** Volunteer Coordinator

**Type of Position:** Contract/Part-Time

**Term:** October 17, 2018 - May 20, 2019

**Location:** Vancouver, BC & Langford, BC

**Reporting to:** Senior Coordinator, Team Services & Logistics

**HSBC Canada Sevens** tournaments are members of the men's and women's World Rugby Sevens Series, proud to host the world's best rugby sevens nations annually in celebrations of sport and culture.

**Rugby Canada** is the national sport organization committed to the domestic development and international success of rugby for Canada.

### POSITION DESCRIPTION

Canada Sevens seeks to hire a part-time staff member in the role of Volunteer Coordinator to support the volunteer program for both the men's and women's tournaments. This role will have a direct report to the Senior Coordinator, Team Services & Logistics and will be responsible for assisting with bi-weekly volunteer operations and contributing to the planning and delivery of the volunteer program.

This is a role that calls for a dynamic and organized individual who will effectively communicate with applicants and demonstrate effective time management. In addition, this person will bring their energy and innovation to fulfill organizational objectives and priorities.

The dates for the 2019 tournaments are:

- HSBC Canada Sevens: March 9-10, 2019 @ BC Place Stadium, Vancouver
- HSBC Canada Women's Sevens: May 11- 12, 2019 @ Westhills Stadium, Langford

The expectation is full-time availability from Friday – Sunday of tournament weekend(s).

An honourarium is provided, and all required travel, accommodation + meal costs will be covered.

Consideration to split the role between two hires (Vancouver + Victoria) will be given, but priority will be given to candidates applying to cover both events.

### RUGBY CANADA

**Toronto Office / Bureau de Toronto**  
30 Rue East Beaver Creek Road, Suite 110  
Richmond Hill, ON CANADA L4B1J2  
Tel / Tél: 905 707 8998  
Fax / Téléc: 905 707 9707

**Victoria Office / Bureau de Victoria**  
3024 Rue Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

[rugby.ca](http://rugby.ca)  
[info@rugby.ca](mailto:info@rugby.ca)





## RESPONSIBILITIES

- Support planning, production, execution and quality of the annual tournament in accordance with the highest international standards;
- Provide recommendations for volunteer assignment based on review of candidates qualifications, previous experience and ability to perform at a high-level while representing the Canada Sevens tournament;
- Manage external communications with volunteers leading up to and during the tournament;
- Assist with operational and logistical aspects of the volunteer program, which include, but are not limited to: scheduling and uniforms;
- Assist with developing and delivering the volunteer orientation program;
- Develop volunteer recognition program.

## TRAINING QUALIFICATIONS

- Previous experience managing a volunteer team;
- Previous experience with Canada Sevens considered an asset;
- Previous experience working in a fast-paced environment with emphasis on timelines and delivery of projects;
- Previous experience working or volunteering in the sport or entertainment field an asset;
- Exceptional verbal and written communication, and presentation skills;
- Demonstrated ability to work in a team environment;
- A keen eye for detail, a passion for exceeding expectations and a desire for providing “value-added” service;
- A “can do” attitude and willingness to pitch-in where needed.

## SKILL & KNOWLEDGE QUALIFICATIONS

- Proficient in Microsoft Office (specifically PowerPoint, Word, Excel, and Outlook);
- Eligibility to work in Canada;
- Fluency in English required; fluency in French an asset.

## DEADLINE FOR SUBMISSIONS

If interested in the above position, please forward a resume and cover letter to [volunteers@canadasevens.com](mailto:volunteers@canadasevens.com) with “Canada Sevens – Volunteer Coordinator” and your last name in the subject line. Applications will be closed on Friday, September 21<sup>st</sup> at 5:00pm.

Only candidates selected for an interview will be contacted.

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