



DARTMOUTH PIGDOGS

RUGBY FOOTBALL CLUB

JOB DESCRIPTION

YOUTH ACTIVITIES COORDINATOR
DARTMOUTH, NS

Hiring Details

Job title	Youth Activities Coordinator
Reports to	Kaleigh Smith - Youth Rugby Coordinator
Position length	June 10, 2024 - August 4 (35 hours/week)
Hourly wage	\$16.20/hr

Job Overview

The Youth Activities Coordinator position presents an opportunity to grow leadership skills and help to grow the club's youth program and community presence. As Youth Activities Coordinator, you will be primarily responsible for organising and running youth events, and communicating with players, guardians, and club members involved in the youth program.

Requirements

- Currently enrolled in any level of education, between 15 and 30 years of age
- Must be legally entitled to work in Canada
- Must have access to a personal computer, personal cell phone, and transportation
- Ability to travel and plan for club events
- Ability to work irregular hours (early mornings, evenings, weekends)
- Strong organisation, planning, and time management skills
- Strong communication skills
- Knowledgeable with Google Workspace
- Creative thinker with passion for youth programming



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Role & Responsibilities

- Communicate with parents, players, coaches, and volunteers to organise youth events
- Update parents in a short time period in case of cancellations or changes to scheduled events
- Work with the club executive team to plan and execute events
- Manage timelines for projects, ensuring seamless execution and delivery of key objectives
- Plan for and attend related games and events