



PRUFC School Liaison/Ultimate Sports Camp Student Coordinator

Candidate must be a between 15-30 years old

Duration: 8-10 weeks Start date is May 21, 2024

Compensation: \$16.50/hr

Hours: 35-45 hours/week, some weekend and evening hours may be required. Flexibility is required. (School weeks approximately 35 hours; Camp weeks 45 hours)

Application instructions: Resume and cover letter to be submitted electronically by Friday, May 3rd to **edholton@hotmail.com**. PRUFC members will be given priority.

Only those candidates chosen for an interview will be contacted.

Detailed responsibilities:

- a) conduct in-school flag rugby sessions in KPRDSB/PVNCCDSB elementary schools
- b) liaise with principals/teachers to arrange bookings
- c) keep records of school visits
- d) recruit students for PRUFC and Ultimate Sports Camp
- e) assist with PRUFC special events (flag rugby days; OFSAA championships, etc.)
- f) Liaise with City of Peterborough Recreation Dept. staff re: PRUFC Ultimate Sports Camp registration
- g) Monitor a financial budget for the implementation of the 4 weeks of camp
- h) Assist with sourcing out, ordering, and receiving supplies and equipment needed for camp; keeping camp equipment in order
- i) Assist with planning, booking, and confirming buses, activities, and guest presenters for Sports Camp
- j) Recruit and organize volunteers from among the club's members and local high schools
- k) Assist the lead supervisor of the PRUFC Ultimate Sports Camps for four weeks in July, with assistance from club volunteers
- l) Develop an Emergency Action Plan for the camp
- h) Communicate with parents of campers
- m) Recruit campers for the mini/junior programs at the club

Skills required:

- Good organizational skills; time management, budgeting, public speaking, decision-making, negotiation, written and oral communication, team-work, comfortable interacting with elementary age students, reliable, and energetic.
- Knowledge of rugby is essential; coaching and/or refereeing experience preferred; previous work experience involving children
- Driver's license and access to a vehicle
- Police clearance check is required
- First Aid certificate