



## **Scheduling Coordinator**

**Job Description:** The Scheduling Coordinator is responsible for all scheduling internal communications and for all scheduling needs which arise in-season. They will report to the Clubhouse Manager for the 2024 season.

**Compensation:** \$400/month for 6 months (April - August/September 2024).

### **Tasks include:**

- Supervise field conditions and work with the Clubhouse Manager for field maintenance and field linings
- Sit on Rugby Committee to ascertain field needs for specialized events and new bookings as they arise for in-season, postseason and next pre-season training and games - Draft and Implement training schedules for Nicholl's Oval and East Bank for the 2024 season
- Send regular internal notices to the membership notifying of upcoming events and training schedules in-season
- Be attentive to field cancellations by the City and be creative and communicative to keep training and games going ahead as scheduled
- Work with the Clubhouse Manager to develop training and game cancellation policies
- Develop effective communication practices with Coaches, Coordinators, Executive Board and broader membership for field bookings (payment approval and allocation)
- Work with the Clubhouse Manager to make recommendations for field scheduling budget for next season

**Commitment:** The Scheduling Coordinator is expected to spend approximately 5 hours per week working online. Some hours are required per month attending in-person meetings with the Clubhouse Manager and Rugby Committee as needed. Hours are flexible as more hours may be required in emergency situations (when fields are closed by the city).

### **Qualifications:**

- Passion for Rugby and interest in learning about club operations
- Efficient and effective communications skills a must
- Ability to maintain professional and positive relationships with relevant City and booking officials, club management and membership
- Availability to be responsive to emergency situations which may arise (often requiring evening and weekend work)
- Knowledge of field scheduling with the City of Peterborough an asset

Please send inquiries to [scheduling@peterboroughrugby.com](mailto:scheduling@peterboroughrugby.com).