

Job Position: Director of Operations

British Columbia Grassroots Rugby Foundation

The British Columbia Grassroots Rugby Foundation (BC GRF) is a rugby-centred community development non-profit organization that uses rugby as a tool for social good. The community rugby program relies on strong relationships with local rugby clubs, community groups, schools, and municipalities, to ensure that youth in priority neighbourhoods have opportunities to participate in safe touch rugby over the spring and summer months. BC GRF works to provide opportunities for youth & children from all ethnic backgrounds, low-income families, indigenous communities, immigrants, persons with disabilities, and vulnerable youth to participate in pro-social development through organized sports.

BC GRF is committed to creating an inclusive and diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. BC GRF welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating in all aspects of the selection process.

Position Overview:

We are seeking a dynamic and experienced individual to join our team as the Director of Operations. Reporting directly to the CEO, the Director of Operations will play a key role in the strategic planning, execution, and management of the foundation's operational activities.

Responsibilities:

- Develop and implement operational strategies to support the foundation's mission and goals.
- Oversee day-to-day operations, ensuring efficiency, effectiveness, and compliance with organizational policies and procedures.
- Manage budgeting, financial planning, and resource allocation to support operational activities.
- Collaborate with the CEO and other senior leaders to develop and execute strategic initiatives.
- Lead and supervise staff members, providing guidance, support, and mentorship as needed.
- Establish and maintain relationships with key stakeholders, including rugby clubs, community organizations, sponsors, and partners.
- Identify opportunities for growth, improvement, and innovation within the organization.
- Monitor and evaluate the performance of operational activities, making recommendations for enhancements or adjustments as necessary.
- Ensure compliance with relevant laws, regulations, and industry standards.
- Represent the foundation at meetings, events, and conferences as required.

Qualifications:

- Proven leadership skills with the ability to inspire and motivate teams towards common goals.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Demonstrated strategic thinking and planning capabilities.
- Proficiency in financial management and budgeting.

The following qualifications, certificates, and experiences are considered an asset

- Standard First Aid & CPR
- National Coaching Association of Canada Rugby Certification (World Rugby Certification)
- Emergency Action Plan course (EAP)
- Fundamental Movement Skills Training Course (FMS)
- Rugby Ready training courses
- Understanding of player safety/welfare protocols
- Valid class 5 Driver's license

Some of the above qualifications and certifications are available during the work term.

Start Date: May 15th~, 2024

Finish Date: August~, 2024

Position Closing date: April 7th, 2024

Programs open to position: All faculties

Please send a resume and cover letter to Channele at chanelle@grassrootsrugby.ca

Any questions, contact Channele at chanelle@grassrootsrugby.ca