



## Sports Program Coordinator

**Organization:** Rugby League British Columbia (RLBC)  
**Employment Type:** Fixed-Term (Canada Summer Jobs)  
**Schedule:** 30 hours/week  
**Duration:** May 23 – July 18, 2026 (8 weeks)  
**Location:** Remote + on-site at games/events

### Role Overview

The Sports Program Coordinator will support the delivery of community-based sports programming and game-day operations. This role is ideal for someone passionate about sport as a vehicle for social impact, youth engagement, and community development.

### Application Deadline

Applications will be reviewed on a rolling basis. We encourage early submission as we aim to fill this role quickly.

### Eligibility (Canada Summer Jobs Program)

To be eligible, applicants must:

- Be between 15 and 30 years of age
- Be a Canadian citizen, permanent resident, or protected person
- Have a valid Social Insurance Number (SIN) and be legally entitled to work in Canada

### Core Requirements

- Some of the work is event focussed so candidates should have a valid driving license and access to a vehicle
  - RLBC will pay a mileage allowance
- Preference will be given to candidates who are able to paint the field lines for rugby league

### Compensation

- \$18.25/hour (with potential increase pending additional funding)

### Key Responsibilities

- Support planning and execution of game days, tournaments, and community events
- Coordinate logistics including venues, equipment, schedules, and permits
- Work with volunteers, vendors, sponsors, and community partners
- Assist with volunteer recruitment, training, and coordination
- Oversee on-site event operations (setup, execution, teardown)
- Promote programs via social media, email campaigns, and outreach
- Track and maintain sports equipment and inventory



## **Qualifications**

- Diploma or degree in Sports Management, Event Planning, Recreation, or related field (or equivalent experience)
- Strong organizational and time-management skills
- Excellent communication and teamwork abilities
- Comfortable working flexible hours (evenings/weekends)
- Experience in events, sports, or nonprofit environments is an asset
- Passion for sport, inclusion, and community development

## **Working Conditions**

- Combination of remote work, community venues, and outdoor facilities
- Evening and weekend work required
- Occasional local travel for events and partnerships

## **About RLBC**

Rugby League British Columbia (RLBC) is the provincial governing body for rugby league in BC. As part of Canada Rugby League, RLBC is dedicated to growing the sport while promoting inclusion, community engagement, and accessible programming across the province. Rugby League British Columbia (RLBC) aims to govern, develop, and grow the sport of rugby league throughout BC by delivering quality competitions, creating commercial value, increasing participation, and advancing athlete development while maintaining high standards of integrity. We focus on building a sustainable foundation for future generations through coaching and officiating education.

## **How to Apply**

Please send your resume and cover letter to:

Keith Ryan  
Executive Director  
Rugby League British Columbia  
[admin@rugbyleaguebc.ca](mailto:admin@rugbyleaguebc.ca)