



Job Title: Liaison Officer

Dates of commitment:

1. 2 Full Event Weeks: Sunday, July 6 – Saturday, July 19
2. 1 Event Week: **Either** Sunday, July 6 – Sunday July 13 **OR** Sunday, July 13 – Saturday July 19

Time commitment required: Full-time

Position Type: Volunteer

Location: Edmonton, Alberta, Canada

Event: Summer Test Series

Rugby Canada is seeking qualified individuals to act as our Team Liaison Officer for the Summer Test Series involving Canada Senior Men's XVs team versus Belgium & Spain in Edmonton, Alberta, Canada.

TEAM LIAISON OFFICER (TLO) - POSITION DESCRIPTION

- A TLO is the main point of contact for the team during their stay in Canada. The TLO will act as the point of contact between Rugby Canada (the event organizers) and the participating team.
- The purpose of the TLO role is to ensure an enjoyable experience for the team during their time in Canada and to provide local knowledge.
- A TLO is appointed as a representative of Rugby Canada for the duration of the Team's stay in the local community. The TLO is required, on behalf of Rugby Canada to work **with** the Team Manager and **not for him/her**, but to act as his/her host and to assist in whatever way is necessary to ensure that all reasonable needs of the Team are met.
- A TLO must keep confidential anything they observe, hear and/or are provided (printed and verbal) by the team at all times.
- The TLO should be prompt for all engagements and be contactable (by mobile/cell phone) and available to meet the Team Manager as and when required.
- A full time commitment throughout the teams' stay is required.

General Requirements:

- Languages – English (and Spanish preferred if with Spain.)
- Must be familiar with the culture, customs, and traditions of the participating teams;
- Required to be familiar with the services/amenities/culture of Edmonton;
- Must be a proven problem-solver and able to function independently;
- Must be service-oriented but also understand his/her role in relation to the event itself;
- Must have strong communication skills and the ability to work with professional-level athletes and staff;
- Ability to work well under pressure while maintaining calmness and a high level of professionalism;
- Ability to lift up to 45 lbs to assist with team equipment as needed;



Rugby Canada will provide:

- Rugby Canada kit
- Two (2) complimentary tickets to each match involved with
- Breakfast, lunch and dinner each day at the team hotel
- Transportation with the team – one motor coach for the team (driven by bus driver) as well as one 7-seater minivan to be driven by the TLO and/or management

TO APPLY

Interested applicants please send a cover letter and résumé directly to Brett Hurley, Coordinator, Team Services, at: bhurley@rugby.ca with “Volunteer Posting: Liaison Officer - Edmonton Test Series” in the subject line.

Only candidates selected for an interview will be contacted.