



TEAM PEI – 2019 CANADA WINTER GAMES

VOLUNTEER MISSION STAFF APPLICATION INFORMATION

The 2019 Canada Winter Games will be held in Red Deer, Alberta, February 15 - March 3, 2019. The Provincial Canada Games is looking for enthusiastic volunteers to join Team PEI as mission staff. Mission staff play a key role in ensuring that all aspects of Team PEI's operational plans are in place prior to the Games and during the Games.

Responsibilities: Pre-Games (April 2018-February 2019)

- Participate in all Team PEI meetings and functions:
 - 2-3 in person Mission meetings
 - 2-3 in person Team Officials meetings
 - Athlete's Rally
 - Other "possible" specific meetings with assigned function areas
- Become familiar with Team PEI structure, rules and regulations, code of conduct, technical packages, anti-doping procedures, registration processes, team travel requirements, media requirements, etc.
- Establish positive relationships and work with your assigned sports' PSO/Team officials to ensure information is delivered, compiled and collected in a timely fashion.
- Work in a positive and professional manner in assigned function area to ensure Team PEI's logistics are completed. Function areas may include Sport Liaison, Communications, Events, Medical, Travel and Registration.

Responsibilities: At the Games (February – March, 2019)

- Dedicate to Team PEI while at the Games
- Attend daily Mission meetings
- Attend competitions of assigned sports and others
- Perform mission desk duties as required
- Support Team PEI's e-news, social media program, photos, stories from the competitions and other communication requirements
- Assist with planning and implementation of Team PEI functions at the Games
- Assist Coaches/Managers with any administrative details and communicate to them all matters relating to policies and procedures at the Games
- Problem solve situations and issues to ensure athletes/team officials can concentrate on their competition
- Abide by Team PEI Code of Conduct and enforce code with respect and professionalism



- Assist with Team PEI members evaluation before returning to PEI
- Complete other duties as assigned

Responsibilities: Post Games (March 2019)

- Complete mission staff evaluation
- Follow up on outstanding matters with sports resulting from the Games
- Attend Post Games meeting

What we are looking for in potential candidates:

- Enthusiastic, energetic, positive, and willing to work in a Team environment
- Volunteer or paid staff with a Provincial Sport/Recreation Association or related organization, or varied experiences as a volunteer, particularly in sport related organizations.
- Knowledge of the PEI amateur sport system
- Strong interpersonal, communication, problem solving and multi-tasking skills
- Willingness and ability to commit the time to the Pre-Games and during Games
- Willingness to provide awesome service to our teams as well as take on lead responsibilities for various assignments
- Comfortable with various social media platforms
- Possession of a valid driver's license

NOTE: Successful candidates must complete a Police Record Check

How to Apply:

- Complete Team PEI Mission Staff Application form by **Midnight , Monday, March 26, 2018**
- Provide one reference that you worked with in a volunteer capacity or paid position in a sport organization.
- Applications available at <http://www.teampei.ca/>

Send completed applications to:

Team PEI 2019 Canada Games

teampeicanadagames@gmail.com

Subject Line: 2019 Mission Staff Application

For further information about this opportunity, contact Jo-anne Wallace 902-856-0617

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