



Team PEI Canada Games

Volunteer Mission Staff – Information Sheet

2025 Canada Summer Games St. John's, NL

The provincial Canada Games is looking for enthusiastic volunteers to join Team PEI as mission staff for the 2025 Canada Summer Games. These games are scheduled for **August 8-25, 2025, in St John's, Newfoundland and Labrador.**

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

- Participate in all Team PEI meetings and functions:
 - 1-2 Mission meetings
 - 1-2 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, antidoping 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, complied and collected in a timely fashion.
- Work in a positive and professional manner in assigned functional area to ensure Team PEI's logistics are completed. Functional areas may include Sport Liaison, Communications, Events, Medical, Travel and Registration.

Responsibilities: At the Games

- Dedicate fully to Team PEI while at the Games, including staying in Mission Hotel for the duration of your assignment with 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 solves situations and issues to ensure athletes/team officials can fully 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

- 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 with a Provincial Sport/Recreation Association or related organization, or varied experiences as a volunteer, particularly in sport related organizations.
- 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 and complete (or have already completed) the National Coaching Certification Program Safe Sport E-Module.
- Costs for travel to and from the games as well as accommodations will be covered.

Show Your Interest:

- Complete Team PEI Expression of Interest form by **November 16th, 2024**.
- An online form link can be found [here](#)

For further information about this opportunity, contact nicollederry@gov.pe.ca