



## **VOLUNTEER POSITIONS AVAILABLE**

### **Team Alberta North Mission Staff**

The Alberta Sport Connection invites applications for the position of Mission Staff for Team Alberta North at the 2018 Arctic Winter Games, March 17 – 24, 2018 in Hay River and Fort Smith, Northwest Territories.

The responsibilities of Mission Staff are attached. Listed below are the qualifications and qualities we are looking for in potential candidates:

- Volunteer or paid staff with a Provincial Sport/Recreation Association or related organization
- Knowledge of the Alberta amateur sport system
- Enthusiasm and interest for Games and working in a multi-sport environment
- Willingness and ability to commit the time Pre-Games and during Games
- Ability to operate independently and in a team environment
- Willingness to provide excellent service to assigned sports and Team Alberta North
- Strong interpersonal, communication and organizational skills
- High energy, positive attitude and multi-task oriented

Individuals interested in applying for Team Alberta North Mission Staff are required to:

1. Review the attached **Mission Staff Responsibilities**
  2. Submit a completed application form
  3. Submit a resume highlighting relevant experience
  4. Submit a reference letter  
(i.e. letter of support from your provincial association or related organization)
  5. Interested applicants must reside north of the 55<sup>th</sup> parallel. For a complete listing of communities please visit our website at [www.teamalberta.org](http://www.teamalberta.org)
- Note: Travel expenses will be reimbursed as per Alberta Sport Connection Travel Policy

Please email or mail your completed application form, resume and letter of support to:

**Attention: Jerry George, Chef de Mission  
Team Alberta North**

Alberta Sport Connection  
Suite 500

10055–106 Street, Edmonton, AB T5J 1G3

Phone: 780.415.9714

E-mail: [jerry.george@albertasport.ca](mailto:jerry.george@albertasport.ca)

Website: [www.teamalberta.org](http://www.teamalberta.org)

All applications must be received by **April 17, 2017**. Final selection and notification will occur by June 2017. Applicants may be called upon for a personal or telephone interview and be required to submit a police records check before their position is confirmed.



## MISSION STAFF RESPONSIBILITIES

The Alberta Mission Staff provide the primary link between all components of the Games' organizational structure and the sports to which they are assigned. Mission Staff are the key contacts for the sports leading up to, during and immediately following the Games. This approach enables Alberta's athletes, coaches and managers to concentrate on training and the competition at the Games.

### Pre-Games

- Attend Mission Staff meetings and a two day retreat (mandatory)
  - **November 16-18 or 23-25, 2017 – Mission Staff Meeting/Retreat**
  - **February 9, 2018 – Mission Staff Meeting (Grande Prairie)**
- Become familiar with the structure and organization of Team Alberta North as well as the Arctic Winter Games and Team Alberta North rules and guidelines, including eligibility, Code of Conduct, registration, etc.
- Gain clear understanding of the technical package and all regulations affecting your assigned sports' involvement in the Arctic Winter Games including protest procedures
- Provide link between the Alberta Sport Connection and sport coordinator and coaches/managers
- Communicate pertinent Arctic Winter Games and Team Alberta North information to the sport coordinators and coaches/managers, field questions, provide clarification and assist with issues if they arise
- Assist the Alberta Sport Connection, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel arrangements, etc. and other related duties as needed
- Attend training/selection events prior to the Arctic Winter Games to become familiar with team staff and athletes
- Attend a Team Alberta North Staging event
  - **February 10, 2018 – Grande Prairie**
  - **February 13, 2018 – Fort McMurray (for Mission Staff in Fort McMurray only)**

### At the Games

- Attend coaches/technical meetings and provide updates to the Chef de Mission
- Attend daily Mission Staff meetings
- Attend competitions for assigned sports
- Perform Mission desk duty as assigned
- Daily input to the Team Alberta North Social Media program and results system
- Check sport results for accuracy on a regular basis
- Assist coaches/managers with administrative details and communicate to them all matters related to Arctic Winter Games policies and procedures
- Assist coaches/managers with protest procedures if required
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Minimum 11 day commitment during the Arctic Winter Games
  - **March 15 – 25, 2018**

### Post-Games

- Complete a Mission Staff Post Games questionnaire/report
- Follow up on any matters with the sports resulting from the Games
- Attend Post-Games Evaluation Meeting
  - **April 2018**



**VOLUNTEER MISSION STAFF APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (B): \_\_\_\_\_

Email: \_\_\_\_\_ Phone (C): \_\_\_\_\_

Sport & Recreation Organization: \_\_\_\_\_

Current Position: \_\_\_\_\_

**1. The Games include the following sports. Please select and prioritize three sports that you would be interested in working with. Please note that we cannot guarantee your selections(s).**

- |                            |                     |
|----------------------------|---------------------|
| _____ Arctic Sports        | _____ Gymnastics    |
| _____ Badminton            | _____ Hockey        |
| _____ Biathlon- Ski        | _____ Snowboarding  |
| _____ Cross Country Skiing | _____ Snowshoeing   |
| _____ Curling              | _____ Speed Skating |
| _____ Dene Games           | _____ Table Tennis  |
| _____ Figure Skating       | _____ Volleyball    |
| _____ Futsal               | _____ Wrestling     |

**2. Mission Staff responsibilities also include the following duties. Please check your preference.**

- Results       Social Media

Please rate the following on a scale of 1 – 5 (1 beginner – 5 advanced).

\_\_\_\_\_ Computer Skills

\_\_\_\_\_ Social Media

**3. Do you have/use any of the following social media platforms:**

- \_\_\_\_\_ Facebook      \_\_\_\_\_ Twitter
- \_\_\_\_\_ Instagram      \_\_\_\_\_ Other (specify) \_\_\_\_\_

