

The 2019 Alberta Masters Games Society is seeking a temporary full-time Games Manager to organize the Alberta Masters Games to be held in Rocky Mountain House from August 22-25, 2019.

The Games Manager, with assistance and direction from the Board of Directors, will be responsible for the planning and execution of the Games, including its budget, staff and volunteers. By being an integral part of a committed group of volunteers bringing the Games to fruition, the successful candidate must be able to collaborate effectively, work within set timelines, and have a high degree of initiative.

This will be a 14-month contract beginning in September 2018. Salary is competitive with similar positions.

Position Summary

The Games Manager is responsible for the implementation, integration, and coordination of all aspects of the Games on a day-to-day basis, as directed by the Board of Directors and Alberta Sport Connection, to ensure the successful hosting of the Games.

Duties and Responsibilities

- Coordinate and integrate all Games activities with the Games Directors, in cooperation with the Board of Directors, to prevent gaps or conflicts in planning and ensure relevant information is exchanged
- Develop a Games timeline and budget in cooperation with the Board of Directors
- Recommend policies and procedures to the Board
- Coordinate hiring of Games office staff with Board of Directors
- Manage the Games office and staff to ensure appropriate resources and assistance are provided to the Games volunteers
- Monitor all aspects of Games planning to ensure timelines, budgets, policies and procedures are maintained
- Coordinate and schedule volunteers and staff support as required
- Manage all event operations and logistics, such as preparing venues, event schedules, guest lists, food, transportation, health and safety plan, and security
- Book venues and schedule referees, timekeepers, etc.
- Complete final checks at events, ensuring all requirements are met
- Develop, coordinate and monitor event timelines and ensure deadlines are met
- Act as a resource person to the Directors and their committees
- Serve on the Board and Executive Committee as a non-voting member
- Provide regular reports to the Board regarding the progress of Games planning and identify issues or areas of concern
- Liaise with the Alberta Sport Connection, Town of Rocky Mountain House, local provincial representatives, community groups and Games sponsors as required
- Coordinate and prepare awards

- Prepare a comprehensive Games final report with input from staff, Chairs and Directors
- Other duties as directed by the Board or as may be required

Skills and Qualifications

- Ability to work well with a diverse group of volunteers, staff, and organizations
- Strong communication and leadership skills
- Previous management and administrative experience
- High organizational ability
- Budgeting skills
- Strong community awareness
- Related education or training preferred
- Previous Games experience an asset, but not required

This position necessitates a commitment to live within the Rocky Mountain House region for the term of the contract.

To apply, e-mail your resume along with a cover letter and 3 references to janet@2019amq.ca by August 15, 2018.