

**Team PEI Canada Games
Volunteer Mission Staff – Information Sheet
2022 Canada Summer Games (Niagara Region) and 2023 Canada Winter Games (PEI)**

The Provincial Canada Games is looking for enthusiastic volunteers to join Team PEI as mission staff for the 2022 and 2023 Canada Games. These games are scheduled for:

- August 6-21, 2022 in the Niagara region of Ontario (Summer Games)
- February 18 – March 5, 2023 in Prince Edward Island (Winter Games)

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:
 - 2-3 Mission meetings
 - 2-3 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

- 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 solve 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 Games as well as accommodations will be covered.

Show Your Interest:

- Complete Team PEI Expression of by **Monday July 19, 2021**
- A fillable PDF version of the form is available at <http://www.teampei.ca/>
- An online form link can be found at <https://forms.gle/LUuPCiB67JW9hJVW7>

For further information about this opportunity, contact Jo-anne Wallace 902-856-0617 jpwallace@gov.pe.ca or Francois Caron 902- 303-1363 frcaron@gov.pe.ca