

## **VTeam Volunteer Services Reports to: Venue Opps Lead**

### **Join The Team:**

Halifax (K'ijipuktuk) is hosting the 2020 North American Indigenous Games (NAIG) in July 2020 which will be the largest multi-sporting event to be held in Nova Scotia. Marking the first time the Games will be held in Atlantic Canada, this event will take place over eight days from July 12 – 18, 2020, and will include more than 5,000 Indigenous sport and cultural youth participants from over 756 nations in 17 sporting disciplines. Events will be held at various locations in Halifax Regional Municipality and Millbrook. 2020 will mark the 10<sup>th</sup> edition of the Games.

### **What's Involved:**

The Volunteer Services Lead will provide consistent information between Volunteer Services and the VTeam, in particular the VTeam Opps Lead and Sport Leader.

### Pre Game Responsibilities:

- Work with other members of the VTeam identifying the numbers, types, and skills of required volunteers at their respective venue.
- Identify volunteer needs for snacks/meals and determine who is eligible.
- Determine and clearly identify volunteer lounge at each venue for volunteers to use during break.
- Assist in scheduling of volunteers during Games time, providing lists of volunteers available to be scheduled
- Keep records of the training required and completed by all volunteers in their respective venue and report to the Volunteer Centre.
- May assist in the venue-specific or job-specific training of volunteers.
- Attain knowledge of accreditation procedures so as to help facilitate the change/replacement of accreditation due to the redeployment of volunteers as well as athletes within the venue.

### Games Time Responsibilities:

- Oversee volunteer check-in and check-out at the venue.
- Manage any accreditation request or issues for all volunteers and athletes
- Responsible for opening and closing the volunteer centre and ensuring that any equipment used by volunteers is returned to the appropriate location at the end of the day.
- Keep track of all volunteer issues (conflicts, injuries, behaviour, no shows, etc.) and liaise with Volunteer Centre and VTeam Leader in resolving them.
- Assist in the redeployment of volunteers such as cleanup, parking lot attendants, etc.
- Supervise requests for extra volunteer uniforms due to loss of uniform.
- Document all changes and no-shows as they occur and notify the appropriate V-Team Rep.
- Serve as the point of contact for all volunteers at their respective venue.

**Time Commitment:**

- Monthly committee meetings from August 2019 - May 2020, moving to weekly in June 2020
- Weekly tasks averaging 5-7 hours per week depending on scope of role and time of year
- Available for periodic training meetings
- In person, on site availability from July 12 - July 18, 2020.
- Availability 3-5 days post games to assist with venue decommissioning

**Qualifications:**

- Experience with leadership volunteer positions, and ability to lead sub committee of volunteers if deemed necessary
- Excellent written and oral communication skills
- Excellent planning and organization skills
- Well-developed problem solving and decision making skills.
- Positive, friendly attitude that's easily portrayed to the general public and other volunteers.
- Ability to maintain composure in potentially stressful situations.
- Ability to bring human resources skills to the decision table

**To Apply:**

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