

VTeam Accommodations Venue Operations Lead **Reports to: Venue Chair**

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 10th edition of the Games.

What's Involved:

The Accommodation Operations Lead will work as part of the Venue Teams (VTeams) under the direction of the Venue Chair (Staff). The VTeam Leader will manage accommodation arrangements in addition to other divisions of the Games to ensure the utmost quality of service for participants. The role of the VTeam Leader will be to ensure effective pre-Games planning as well as coordination and operation of the hotel or dormitory during the Games.

Pre Game Responsibilities:

- Plan and coordinate the requirements of each operating unit within the given venue.
- Attend monthly/ VTeam meetings or scheduled meetings as required
- Identify requirements for venue fit-out.
- Ongoing development of site plans.
- Identify staffing/volunteer requirements.
- Finalize emergency plans.
- Orient and train venue specific volunteers.
- Ongoing refinement of operating plans.

Games Time Responsibilities:

- On-site coordination at venue
- Ensure security checks are completed daily.
- Conduct pre/post daily meetings regarding last minute requirements.
- Close liaison with Venue Fit-Out & Decommissioning team regarding last minute requirements.
- Overall management of athlete movement to & from venue, provision of meals, lost/found, accreditation, and volunteer groups.

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
- Attendance at Department Meetings may be required.
- In person, on site availability from July 12 - July 18, 2020.
- Availability 1-2 days post games to assist with venue decommissioning

Qualifications:

- Experience with leadership volunteer positions, and ability to lead sub committee of volunteers
- Strong Communication Skills
- Excellent planning and organizational skills
- Well developed problem solving skills
- Ability to work effectively with other team members
- Ability to make quick, sound decisions under difficult or stressful situations
- Ability to facilitate VTeam meetings in an effective manner.
- Bilingualism in French/English strongly recommended

To Apply: Contact Courtney Gilfoy at Courtney.Gilfoy@naig2020.com or 902-717-1475