

### **Sport Liaison – Volunteer Positions**

The primary role of the Sport Liaison Mission Staff is to provide support to their allocated team(s) leading up to and during the Canada Games. Sport Liaison Mission Staff will be responsible for assisting their team(s) by providing support/information as required and facilitating all team requests in liaison with the Chef and Assistant Chef de mission.

Sport Liaison Mission Staff are leaders who demonstrate strong interpersonal, communication and problem solving skills; thorough knowledge of New Brunswick's amateur sport system; interest in and enthusiasm for Games and working in a multi-sport environment; ability to operate independently and in a team environment; willingness to perform functions and duties outside of their assignment; and an ability to provide excellent service to their assigned sports.

#### **General Responsibilities:**

- Attend the full two weeks of the Games
- Attend competitions and practices of assigned sports
- Attend all mission staff meetings and team functions (including two leadership meetings; conference calls as needed; and the Team NB weekend rally prior to the Games)
- Become familiar with Team NB policies, including Code of Conduct and disciplinary procedures. Ensure assigned sports are in compliance with Team NB, Canada Games Council and Host Society policies
- Support the athletes, coaches and managers of assigned sports
- Verify sport results for accuracy and convey to communications team on timely manner
- Ensure the timely delivery and receipt of relevant information to assigned sports prior to and during the Games. Field questions, provide clarification and handle issues as they arise
- Gain a clear understanding of the sport technical packages for assigned sports, and all regulations that have an effect on competition including Canada Games Council's protest procedures
- Identify special needs and/or potential issues of assigned sports in advance of the Games and seek solutions in collaboration with Team NB leadership
- Support team managers with administrative requirements as needed (i.e.: athlete registration, uniform sizing, travel arrangements, etc.)
- Ensure that assigned sports complete all team requirements by the deadline dates set by Team NB (i.e.: coach certification, screening, registration, biographical forms, etc.)
- Ensure field of play uniforms conform to sport technical package and commercialization policy.
- Attend training camp(s) or pre-Games competition(s) of assigned sports when possible prior to the Games
- Perform other duties as required in support of Team NB

#### **Skills Required:**

- Good understanding of the New Brunswick amateur sport system
- Excellent communications skills
- Good problem solving skills
- Strong interpersonal skills
- Demonstrate the ability, based on past experiences, to work long hours in a fast pace environment