

  
Canada–Nouveau-Brunswick

  
Jeux de la Francophonie  
CÔTE D'IVOIRE  
**ABIDJAN 2017**

**APPLICATION  
MISSION STAFF MEMBER  
VIII GAMES OF LA FRANCOPHONIE  
ABIDJAN, CÔTE D'IVOIRE**

Team Canada-New Brunswick is seeking experienced and enthusiastic volunteers to serve as mission staff for the VIII Games of La Francophonie, taking place from July 21 to 30, 2017, in Abidjan, Côte d'Ivoire. As a member of Team Canada-New Brunswick, you will play a lead role in supporting New Brunswick's athletes and artists as they strive for excellence at the premier multidisciplinary event in the international Francophonie. Mission staff volunteers will contribute in a variety of ways to all aspects of Team Canada-New Brunswick's preparations. The successful applicants will have strong administrative, communication, and leadership skills, as well as the following:

- Considerable experience in amateur sport and/or the cultural sector in New Brunswick;
- Enthusiasm for working in a fast-paced multidisciplinary environment;
- Ability to work independently and on a team;
- Willingness to perform functions and duties required and outside assignment;
- Strong interpersonal skills;
- Extensive and varied volunteer experience;
- Written and spoken competence in French and English.

If you wish to apply, please forward a completed application form by **June 30, 2016,**  
**at 4:30 p.m. (AST) to:**

**Mission staff for VIII Games of La Francophonie**  
Department of Tourism, Heritage and Culture

**Attention: Jean-Luc Benoit, Chef de Mission**

P.O. Box 6000, 670 King Street, Fredericton, N.B. E3B 5H1

For more information, please contact Jean-Luc Benoit:

**Email:** jean-luc.benoit@gnb.ca

**Telephone:** 506-444-2574

## Application Form

Team Canada – New Brunswick MISSION STAFF FOR VIII GAMES OF LA FRANCOPHONIE			
<b>First and last name:</b>		<b>Discipline or organization:</b>	
<b>Mailing address:</b>			
<b>Postal code:</b>		<b>Email</b>	
<b>Telephone – home</b>		<b>Telephone – work or other</b>	

### Language skills

In which of the two official languages are you most competent (choose one)?

**French**  **English**

Check the boxes that best reflect your ability to do the following in your second language (French or English):

	Limited	Functional	Very good
<b>Read</b>			
<b>Write</b>			
<b>Speak</b>			

### Please answer the following questions on a separate sheet:

1. Describe your relevant skills, experience (professional and personal), and employment that might help you in serving as a member of the mission staff of Team Canada-New Brunswick.
2. Why do you want to be a member of the mission staff and what would your contribution be to Team Canada-New Brunswick?
3. What personal attributes do you possess that you feel will contribute to the success of the mission staff of Team Canada-New Brunswick?
4. Please provide two references:

First and last name	Occupation	Relationship	Telephone no.

**If you are selected, which of the following positions would your skills and interests be best suited to?**

Assistant Chef de Mission and Sport Manager	Communications	
Sport-Culture Liaison	Operations and Logistics	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ELIGIBILITY**

The volunteer staff for the Games are chosen within the sport and/or cultural community according to an application process. Mission staff come under the authority of the Chef de Mission.

## **RESPONSIBILITIES**

### **Before the Games**

- Attend the entire Games.
- Attend all mission staff meetings and official activities of Team Canada-New Brunswick.
- Meet administrative, legal, and medical requirements associated with their position within the mission.
- Serve as support staff members with regard to the groups/disciplines.
- Become familiar with the policies of Team Canada-New Brunswick, including the Code of Conduct and disciplinary procedures.

### **During the Games**

- Attend daily mission staff meetings.
- Perform tasks assigned by the Chef de Mission and/or his assistant.
- During daily visits, offer support to the assigned groups/disciplines.
- Serve as support staff members with regard to the groups/disciplines.
- Advise and assist in all conflicts involving protests and juries.
- On behalf of or in the absence of the Chef de Mission or his assistants, ensure compliance with established policies and procedures.
- Suggest to the Chef de Mission a flag-bearer for the opening and closing ceremonies.
- Help with the visit of dignitaries from the Canada-New Brunswick delegation.
- Prepare instructions for participation in the reception of Team Canada-New Brunswick (if applicable).
- Inform the Chef de Mission and his assistants of the daily schedule of the Canada-New Brunswick contingent.
- Work closely with the staff hired on site.
- Help with the distribution of clothing, souvenirs, and pins.

## **QUALIFICATIONS**

### **Essential**

- Good knowledge of sport, culture and/or Francophonie environments.
- Good planning and organizational skills and ability to work on a team.
- Availability to devote the necessary time to the mission of the Games and Team Canada-New Brunswick.
- Ability to adapt to change and handle emergency situations.
- Ability to communicate in New Brunswick's two official languages.

### **Desirable**

- Experience in the management of groups, teams, or multidisciplinary events.
- Member of a board of directors or committee of a provincial cultural and/or sport organization, or responsibility for a program or service in those areas.
- Sense of vision and ability to encourage team spirit.
- Experience in and knowledge of one or more disciplines on the program of the Games of La Francophonie.