

### **Operations – Volunteer Position**

Operations Mission Staff are not assigned to a particular sport, except in unique circumstances, but provide general support to Team NB and all sports. This position's primary responsibility is to oversee mission control operations during the Games, but will also work closely with the Leadership Team leading up to Games to help manage operations and logistics including: accommodation, travel, accreditation, registration, mission office, sport equipment, uniforms, etc...

Operations Mission Staff are leaders who demonstrate strong interpersonal and organizational 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 Team NB.

#### **General Responsibilities:**

- Attend the full two weeks of the Games
- Attend 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
- Work with the Leadership Team to oversee all logistics at the Games (i.e. accommodation, transportation, registration, phones, sport equipment, uniform, etc.)
- Attend daily Mission staff meetings and take minutes
- Assist with Special Events (receptions, pep rallies, etc.) set up and details

#### **Skills Required**

- Exceptional organizational skills and the ability to multi-task
- High level of computer literacy with skills in word processing and spreadsheets
- Demonstrate the ability, based on past experiences, to work long hours in a fast pace environment.
- Strong Interpersonal skills
- Bilingualism will be considered a strong asset