



VOLUNTEER MISSION STAFF POSITIONS

The Alberta Sport, Recreation, Parks and Wildlife Foundation and Alberta Tourism, Parks, and Recreation invite applications for the volunteer position of Mission Staff for Team Alberta at the 2011 Canada Winter Games being held February 11-27, 2011 in Halifax, NS.

The responsibilities of Mission Staff are attached. Listed below are the qualifications and qualities we are looking for in potential candidates:

- Volunteer or paid staff with a Provincial Sport/Recreation Association or related organization
- Knowledge of the Alberta amateur sport system
- Enthusiasm and interest for Games and working in a multi-sport environment
- Willingness and ability to commit the time Pre-Games and during Games
- Ability to operate independently and in a team environment
- Willingness to provide excellent service to assigned sports and Team Alberta
- Strong interpersonal, communication and organizational skills
- High energy, positive attitude and multi-task oriented

Individuals interested in applying for Team Alberta Mission Staff are asked to:

1. Review the attached **Mission Staff Responsibilities**
2. Submit a completed application form
3. Submit a resume highlighting relevant experience
4. Submit a reference letter
(i.e. letter of support from your provincial association or related organization)

Please mail or fax your completed application form, resume and letter of support to:

**Attention: Pat Lechelt, Chef de Mission
Team Alberta**

Alberta Sport, Recreation, Parks and Wildlife Foundation
903 Standard Life Centre, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: 780-422-8309
Fax: 780-427-5140
E-mail: pat.lechelt@gov.ab.ca
Website: www.teamalberta.org

All applications must be received by **Wednesday, March 31, 2010**. Final selection and notification will occur by May 2010. Applicants may be called upon for a personal or telephone interview and be required to submit a police records check before their position is confirmed.



MISSION STAFF RESPONSIBILITIES

The Team Alberta Mission Staff provide the primary link between all components of the Canada Games' organizational structure and the sports to which they are assigned. Mission Staff are the key contacts for the sports leading up to, during and immediately following the Games. This approach enables Alberta's athletes, coaches and managers to concentrate on training and the competition at the Games.

Pre-Games

- Attend Mission Staff meetings and a two day retreat (mandatory)
 - **June/July 2010 – Mission Staff Meeting**
 - **November 2010 – Mission Staff Retreat**
 - **January 2011 – Mission Staff Meeting & Staging Event**
- Become familiar with the structure and organization of Team Alberta as well as the Canada Games and Team Alberta rules and guidelines, including eligibility, Code of Conduct, anti-doping procedures, registration, etc.
- Gain clear understanding of the technical package and all regulations affecting your assigned sports' involvement in the Canada Games including protest procedures
- Provide link between the ASRPWF and sport coordinator and coaches/managers
- Communicate pertinent Canada Games and Team Alberta information to the sport coordinators and coaches/managers, field questions, provide clarification and assist with issues if they arise
- Assist the ASRPWF, sport coordinator and coaches/managers with administrative requirements, e.g. registration, media profile forms, travel arrangements, etc. and other related duties as needed
- Attend training/selection events prior to the Canada Games to become familiar with team staff and athletes
- Attend Team Alberta Staging Event
 - **January 2011**

At the Games

- Attend coaches/technical meetings and provide updates to the Chef de Mission
- Attend daily Mission Staff meetings
- Attend competitions for assigned sports
- Perform Mission desk duty as assigned
- Daily input to the Team Alberta newsletter and results system
- Check sport results for accuracy on a regular basis
- Assist coaches/managers with administrative details and communicate to them all matters related to Canada Games policies and procedures
- Assist coaches/managers with protest procedures if required
- Assist with emergency situations and issues to ensure athletes/coaches concentrate on their competition
- Attend the entire Canada Games (minimum 2 week commitment)
 - **February 17 -27, 2011**

Post-Games

- Complete a Mission Staff evaluation
- Follow up on any outstanding matters with the sports resulting from the Games
- Attend Post-Games evaluation meeting
 - **April, 2011**



Name: _____

Address: _____

City: _____ Postal Code: _____

Phone (H): _____ Phone (B): _____

Email: _____ Fax: _____

Sport/Recreation Organization: _____

Current Position: _____

1. The Games include the following sports. Please select and prioritize three sports in each week that you would be interested in working with. Please note that we cannot guarantee your selections.

Week One

- Artistic Gymnastics
- Biathlon
- Curling (Female)
- Freestyle Skiing
- Hockey (Male)
- Ringette
- Shooting
- Snowboarding
- Speedskating
- Squash
- Wheelchair Basketball

Week Two

- Archery
- Alpine Skiing
- Badminton
- Boxing
- Cross Country Skiing
- Curling (Male)
- Figure Skating
- Hockey (Female)
- Judo
- Snowboarding
- Synchro Swimming
- Table Tennis

2. a) Mission Staff responsibilities also include the following duties. Please check your preference.

Newsletter

Results

b) Please rate the following on a scale of 1 – 5 (1 beginner – 5 advanced)

_____ Computer skills (i.e. MS Office; word, excel, powerpoint)

_____ Internet/website skills (i.e. FrontPage, Microsoft SharePoint)

c) Are you bilingual in English/French? (Not a requirement)

Yes

No

3. Please indicate your past Games related experience.

4. Please indicate your volunteer experience including your position and level of experience, i.e. regional, provincial and national.

5. Please list the major events/games in which you have participated as an athlete, coach, official or administrator.

6. Please explain your interest in serving as a member of the Team Alberta Mission Staff and describe what contributions you can make to the team.

7. What are your expectations in being a member of Team Alberta at the 2011 Canada Winter Games?

Signature: _____

Date: _____

Please submit your resume and reference letter along with this volunteer application form by Wednesday, March 31, 2010

**Attention: Pat Lechelt, Chef de Mission
Team Alberta**

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Edmonton, Alberta T5J 4R7