



Special Events Lead Applicants Only

Position Description - Special Events Lead

The Special Events Lead reports to the Team BC Operations Manager and/or Chef de Mission. This individual is the lead planner and organizer of all Team BC Special Events, which include two pep rallies, appreciation events for coaches, parents, family, and supporters, as well as the Team BC Mission Night (social event for every provincial and territorial Mission Staff team). This position is not assigned to a particular sport, except in unique circumstances, but provides general support to Team BC and all sports. It is recommended that the Special Events Lead is comfortable with public speaking and ensures a fun and energetic environment where needed, has experience negotiating contracts with vendors, and managing an events budget. This individual will dedicate their time and energy at the Games, which can include long hours, trouble shooting, and making challenging decisions in a dynamic environment.

The responsibilities include but are not limited to:

Pre-Games Responsibilities

- Understand the terms of and sign the Team BC Mission Staff agreement;
- Become familiar with Canada Games Council, Host Society and Team BC policies and Code of Conduct documents;
- Participate in monthly Mission Staff conference calls and provide updates on special events planning;
- Work with the Operations Manager and/or Assistant Chef de Mission to coordinate and organize social activities at the Team BC Mission Staff Training Camps;
- Coordinate regional gatherings and virtual social activities for the Mission Staff team;
- Attend two in-person Mission Staff Training Camps for team building and Games training;
- Contribute to the development of the Mission Staff values and goal setting, done at the Mission Staff Training Camps;
- Complete professional development courses that will further develop skills and knowledge required in this unique sport experience;
- Assist with the coordination and development of the Team BC pin package;
- Provide support in coordinating the Team BC Legacy Project;
- Lead the process of seeking venues for Team BC events, and negotiate contracts and vendors to ensure all needs are met and on target with the budget;
- Work with the Operations Manager to order Team BC cheer kit and swag items;
- Assist with ceremonial uniform distribution, if necessary;
- Work with designated partner provinces/territories to plan and organize the Team BC Mission Night;
- Lead and organize the two Team BC Pep Rallies, Coach Reception, and Cheer Squad Breakfast (for family and friends);
- Be familiar with the Team BC website and provide information about special events for posting;
- Attend Team BC Coaches' Meeting and provide a presentation on Special Events to coaches and support staff;
- Provide regular planning updates to the Operations Manager on all events.
- Complete online Canada Games registration, including all necessary waivers and training resources;

At-Games Responsibilities

- Represent Team BC in a professional manner ensuring positive and respectful behavior and support to colleagues, athletes, and coaches;
- Attend daily morning Mission Staff meetings and provide updates on special events planning;

- Lead, coordinate, and deliver all tasks involved with the Team BC Pep Rallies, Coach Reception, Cheer Squad Breakfasts, Team BC Mission Night, and Mission Staff team dinners;
- Work with Sport Mission Staff to distribute Team BC cheer kits to each sport;
- Attend Mission Nights where possible;
- Coordinate room set up and decorations for the athlete accommodations, mission office, and Mission Staff hospitality room;
- Work with the Games Coordinator to monitor snacks and beverages for the Mission Staff hospitality room, and manage the access keys;
- Report any signs of poor behavior, harassment, abuse, or any safe sport violations using the established reporting processes;
- Assist with disciplinary issues if required;
- Assist with crisis management and emergency situations, if required;
- Assist with duties in the Mission Office, such as merchandise sales, uniform exchanges, clean up, etc
- Ensure payments for all venues and vendors are processed accordingly;
- Assist Sport Mission Staff and all other areas, as required;
- Cheer on Team BC!

Post-Games Responsibilities

- Submit expense claim for any out-of-pocket expenses incurred at Games;
- Submit a final report to the Chef de Mission;
- Provide final budgets and tracking of spending to the Operations Manager, ensuring that all vendors have been paid and contracts have been fulfilled;
- Complete duties as assigned by the Chef de Mission and Operations Manager;
- Complete the Mission Staff Games Evaluation survey;
- Help coordinate social activities for the Mission Staff debrief;
- Attend post-Games Mission Staff debrief.

Skills and Experience Required

- Exceptional administration skills and attention to detail;
- At least 5 years of experience planning and coordinating large events from start to finish;
- Exceptional interpersonal skills, a true team player, and a high-energy and positive personality is an asset;
- Comfortable speaking in front of large groups;
- Comfortable negotiating with vendors and ensuring cost-efficient planning of events;
- Experience managing a set budget;
- Proficient with Google Suite applications and Microsoft Office (Word, Excel, and PowerPoint);
- Strong writing, editing, and proofing skills;
- An understanding of the BC sport system;
- Strong time and priority management skills, ability to meet deadlines and respond to communications in a timely manner;
- Effective working with a team of professionals and receptive to direction;
- Is fully comfortable and prepared to work 18-20 days straight with very long hours and in sometimes stressful situations, away from your regular personal and professional life;
- A passion and desire to have a direct impact on the experience and performance of BC's best athletes and coaches.