



Special Events Lead Applicants Only

Position Description - Special Events Lead

The Special Events Lead reports to the Team BC Operations Manager. 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 and sign the Team BC Mission Staff agreement;
- Become familiar with Canada Games Council, Host Society and Team BC policies and Code of Conduct, disciplinary procedures, media, anti-doping, etc;
- 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;
- Attend Mission Staff Training Camps for team building and Games training;
- Mandatory participation in courses and workshops on topics that will further develop skills and knowledge required in this work environment;
- Attend and assist with the Team BC uniform distribution day;
- 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;
- 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;
- Attend monthly Mission Staff conference calls and provide updates on special events planning;
- Use the Asana project management system to keep track of tasks and responsibilities, and regularly provide status updates as necessary;
- Provide regular planning updates to the Operations Manager on all events.

At-Games Responsibilities

- Represent Team BC in a professional manner ensuring positive and respectful behavior and support to colleagues, athletes, and coaches;
- Attend daily Mission Staff meetings and provide updates on special events areas;
- Lead, coordinate, and deliver all tasks involved with the Team BC Pep Rallies, Coach Reception, Cheer Squad Breakfasts, and Team BC Mission Night;
- 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 Operations Assistant to monitor snacks and beverages for the Mission Staff hospitality room, and manage the access keys;
- 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 your travel expense claim and any other out-of-pocket expenses incurred at Games;
- Submit a final report to the Chef de Mission;
- Provide final budgets and tracking of expenses 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 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;
- Experience planning and coordinating large events from start to finish;
- Exceptional interpersonal skills and a high-energy positive personality is an asset;
- Strong comfort level 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, identify critical tasks, and prioritize accordingly;
- Effective working with a team of professionals and receptive to direction;
- Able to handle working long hours under sometimes stressful situations;
- A passion and desire to have a direct impact on the experience and performance of BC's best athletes and coaches.