



Sport Mission Staff Applicants Only

Position Description – Sport Mission Staff

Sport Mission Staff report to the Chef de Mission and/or Assistant Chef de Mission. Sport Mission Staff members work directly with assigned sports to assist with specific Games preparations as well as other responsibilities within the Mission Team. Sport Mission Staff work very closely with their respective sports' coaches and managers to ensure they have all of the information required to be prepared for the Games. During the Games, Sport Mission Staff do whatever it takes to eliminate distractions for athletes and coaches to allow them to focus on preparation and performance on the field of play. Sport Mission Staff dedicate their time and energy at the Games, which can include long hours, trouble shooting, and making challenging decisions in a dynamic environment. Sport Mission Staff have a direct and positive impact on the overall experience of Team BC's athletes and coaches.

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 regarding Safe Sport, disciplinary procedures, media, anti-doping, etc;
- Participate in monthly Mission Staff conference calls and provide updates on their sports;
- Attend Mission Staff Training Camps for team building and Games training;
- Connect with designated sports upon selection to start building a relationship with the coaches and support staff;
- Create plan with designated sports to attend training camps or competitions to observe the sport and get to know athletes and coaches;
- Attend a training camp to present important Team BC updates, policies, and Games' expectations to the athletes and coaches;
- Gain a clear understanding of the sport technical packages for the assigned sport(s) especially regarding athlete and coach eligibility, competition format, and protest and appeals procedures;
- Be familiar with Team BC's policy on Safe Sport, harassment, anti-doping and Fair Play, and co-ordinate the delivery of education sessions on these topics with your assigned sport(s);
- Mandatory participation in courses and workshops on topics that will further develop skills and knowledge required in this work environment;
- Identify special needs and potential problems of your assigned sport(s) and provide regular updates to the Team BC Leadership Team;
- Attend and assist with the Team BC uniform distribution day;
- Assist the Provincial Sport Organization and coaching staff of your assigned sport(s) with administrative requirements (e.g. team and athlete registration forms, uniform sizing and distribution, travel arrangements, etc);
- Ensure that all athletes, coaches, and managers of assigned sport(s) meet Canada Games eligibility requirements;
- Work with BC Games Society staff to ensure that individual and team registrations are completed accurately by the deadlines set by Team BC;
- Serve as the liaison with your sport's athletes' parents to ensure they receive all required information;
- Attend Team BC Coaches' Meeting;
- Use the Asana project management system to keep track of tasks and responsibilities, and regularly provide status updates as necessary.

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 how each sport is doing;
- Attend the coach technical meeting for each designated sport;

- Arrange daily meetings with the coaching staff to provide updates and resolve issues;
- Attend competitions and practices for your assigned sport(s);
- Troubleshoot challenges with logistics and make decisions in a dynamic and sometimes stressful environment;
- Verify sport results for accuracy and convey the information to the Team BC Mission Office and to the Communications team;
- Work with the Communications team to provide daily recaps for your sport(s) as needed;
- Facilitate interviews with athletes and coaches and/or collect quotes as requested by the Communications Team;
- Report issues with team accommodations or transportation with the Team BC Operations Manager;
- Monitor the protocol and integrity of on-site athlete drug testing;
- Assist coaches and managers with administrative details and communicate matters related to Games' policies and procedures;
- Assist the coaching staff with protest procedures;
- Assist with disciplinary issues if required;
- Assist with issues management and emergency situations;
- Perform assigned duties from the Leadership Team;
- Assist with duties in the mission office;
- Assist with set up of the Team BC pep rallies and Coach and Family Appreciation Night;
- Cheer on Team BC!

Post Games Responsibilities

- Submit your travel expense claim and any other out-of-pocket expenses incurred at Games;.
- Submit final report to the Chef de Mission;
- Follow up on any matters with your sport(s) resulting from the Games;
- Complete the Mission Staff survey;
- Complete duties as assigned by the Chef de Mission and Operations Manager;
- Attend post-Games Mission Staff debrief.

Skills and Experience Required

- A passion for sport and a desire to have a direct impact on the experience of Canada's best athletes and coaches;
- Strong administration skills and attention to detail;
- Strong interpersonal skills, a team player, and desire to help others;
- Proficient with Google Suite applications and Microsoft Office (Word, Excel, and PowerPoint);
- Strong writing, editing, and proofing skills;
- A strong understanding of the BC amateur sport system, and of the sports you are applying to support;
- Previous experience as a volunteer, athlete, or coach
- 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.