



## **Volunteer Role: Venue Team Information Technology Lead**

**Reports to: Venue Team Lead**

### **Pjila'si! We're saving you a seat!**

Do you seek new experiences and friendships? Are you passionate about sport or learning about Indigenous cultures? Join the North American Indigenous Games 2023 as we help the Mi'kmaw Nation prepare to welcome over 5,000 Indigenous youth from across Turtle Island (North America) from July 15 to 23, 2023. We're looking for individuals who are eager to make an impact by joining our volunteer team of 3,000 community minded leaders. We want everyone to feel that they belong and you can help. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, which is a not-for-profit organization and the employer of this opportunity.

### **What's involved?**

The Information Technology Lead is an essential part of each Venue Team (VTeam), with the responsibility to ensure that all venue specific IT needs are met including but not limited to: computers, printers, data, wireless, or public address services. The Vteam IT Lead will work very closely with the Sport Results and Scheduling team, providing IT support with the sport results system (Gemspro). Any sport specific IT information will be relayed to the SOC via the Sport Chair.

Will also work closely with the Marketing and Communications Lead to ensure that media and broadcasting needs at the venue are met.

### **Time commitment and responsibilities:**

#### **Pre-Games (September 2022 - July 2023):**

- 7-10 hours monthly for Venue Team meetings (including planning and coordination of meetings), of which will ramp up to weekly in the two months leading up to the Games
- Attendance at Mission staff and Executive Meetings may be required
- Determine all potential IT needs from all Venue Leads
- Involvement in development of Media Centre IT needs
- Training of venue specific volunteers

#### **Games-Time (July 15-23, 2023):**

- Availability for the duration of the Games (including bump-in), and for 3-5 days post-Games for assist with Venue decommissioning
- During Games time respond to inquiries regarding communication services and work with

other VTeam members as necessary to resolve communication problems quickly and effectively.

- Develop and manage radio check-in and check-out process
- Collaborate with Venue Fit-Out & Decommissioning Reps to ensure ample power capacity for technical equipment, including integration of broadcaster requirements where necessary
- Ensure size of designated rooms in venues are appropriate for technical needs of the given user group.
- Provide technical support to sponsors, contractors, and/or suppliers (e.g. - Network Support Technologist, Video Screen Support, or Service Representatives).
- Ensure that all technology solutions are delivered in a timely manner.

Expected start date: Fall 2022

### **What skills and qualifications are an asset?**

Above all else, we require that all our volunteers have a desire to support and celebrate Indigenous youth as they pursue excellence in sport.

- A broad technical knowledge and understanding of the application of telecommunication services, video and audio systems, and office equipment technology
- Demonstrated respect for diversity and inclusion
- Leadership experience either in volunteer roles or in a workplace setting
- Previous experience working with and directing volunteers
- Experience leading committees or groups and building a productive and collaborative team
- Ability to communicate in an effective and kind manner both in person and in written formats
- Highly responsive, thoughtful, and forward thinking
- Proven event planning and organizational skills
- Ability to make quick, sound decisions in difficult or stressful situations
- Able to lift up to 30 lbs and spent extended period of time standing (accommodations can be made if required)
- Leadership positions are required to be a minimum of 18 years of age

Ability to speak French or other languages is considered an asset but is not a requirement.

We are looking for IT Leads for both Competition Venues and Accommodations Venues.

### **I'm interested, how do I apply?**

Please send a resume and letter of interest to the Volunteer Services Manager, Alex Cherry at [volunteer@naig2023.com](mailto:volunteer@naig2023.com)