



**Role: Venue Team Lead (Accommodations)**

**Reports to: Athlete Villages Chair**

### **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?**

Venue Team Leads are integral leadership roles that have a high level of responsibility and substantial time commitment from pre-Games, Games-time as well as bump-in and bump-out at venues.

The VTeam Leader will manage accommodation arrangements in addition to other divisions of the Games to ensure the utmost quality of service for participants. The role of the VTeam Leader will be to ensure effective pre-Games planning as well as coordination and operation of the hotel or dormitory during the Games.

### 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
- Involvement in development of venue site plans, volunteer requirements, emergency plans, refinement of operating plan
- Training of venue specific volunteers

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

- Availability for the duration of the Games (including bump-in/out), and for 1-2 days post-Games for assist with Venue decommissioning
- On-site coordination at accommodation venue
- Ensure safety checks are completed daily
- Conduct pre/post daily meetings regarding last minute requirements

- Liaise with Venue Fit-Out & Decommissioning team regarding last minute requirements
- Overall management of athlete movement to & from venue, provision of meals, lost/found, accreditation, and volunteer groups.

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.

- Leadership experience either in volunteer roles or in a workplace setting
- Demonstrated respect for diversity and inclusion
- 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.

### **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)