



## **Volunteer Role: Venue Team Fit Out/Logistics 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 Fit Out/Logistics Lead is an essential part of each Venue Team (VTeam), with the responsibility of the overall planning and implementation of the logistical plan at their assigned venue. This primarily includes the fit-out (pre-event) and decommissioning (post-event).

The overall planning and delivery of logistics services will be handled at the central warehouse and on venue re-stocking needs will be communicated from the venue logistics lead to the warehouse.

### 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
- Establish and maintain open communication between the Logistics Committee and the VTeam Lead
- Involvement in development of venue site plans, 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 3-5 days post-Games for assist with Venue decommissioning
- Lead contact for all contractors with goods on site including portable toilets, fencing, tents,

- pipe and drape and other items as required
- Collaborate with warehouse and transportation leads to coordinate pick-up and drop-off of goods
- Ensure clear reporting of any security issues on venue and ability to enact security plan
- Manage deliveries and pickups during commissioning and decommissioning of venue and manage on-site fit-out volunteers as needed
- Work with the venue to ensure any additional waste management needs incurred to the Games are taken care of
- Liaise with Venue Fit-Out & Decommissioning team regarding last minute requirements

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.

- Supervisory experience with logistics and security planning
- Leadership experience either in volunteer roles or in a workplace setting
- Previous experience working with and directing volunteers
- Demonstrated respect for diversity and inclusion
- 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 Logistics 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)