



Volunteer Role: Venue Team Volunteer Services 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?

Volunteer 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. VTeam Leads will be responsible for the direction of Venue Teams at their location. Those at Sport Venues will liaise closely with the Sport Lead with regard to all Field of Play (FOP) requirements, as well as all other divisions of the Games with respect to the non-FOP. The role of the VTeam Lead will be to ensure effective pre-Games planning of their venue as well as coordination and operation of the competitive venue during the Games.

Time commitment and responsibilities:

Pre-Games (September 2022 - July 2023):

- 7-10 hours monthly, including time for Venue Team meetings, of which will ramp up to weekly in the two months leading up to the Games.
- Involvement in development of volunteer requirements for assigned venue, volunteer training and tracking of completed training
- Learn accreditation procedures for volunteers and athletes
- Help determine requirements for volunteer check in and volunteer lounge spaces at venue
- Assist with 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
- Main contact for all volunteers at their venue

- Document all shift changes and no-shows
- Redeploy volunteers when appropriate and necessary
- Keep track of all volunteer issues (conflict, injuries, etc) and share with Volunteer Center and Volunteer Services when appropriate and necessary
- Track requests for more uniforms
- On-site coordination of volunteer check in and check out
- Oversee Volunteer Lounge including: opening and closing, access and use of space
- Manage any accreditation requests or issues for all volunteers and athletes

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
- 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 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 Volunteer 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