



## Alberta Mission Staff Job Description 2018 Special Olympics Canada Summer Games

**Antigonish, NS** - Athletics, Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer, Softball, and Swim

**Title:** Team Alberta Mission Staff

**Scope:** The role of Mission Staff is to ensure the efficient and effective operation of Team Alberta during the time leading up to and at the National Games. Mission staff ensures a productive and positive team experience for the athletes and coaches.

**Accountabilities:** Mission Staff is a volunteer position accountable to the Chef de Mission. The Mission Staff will work closely with the Team Managers on all team administrative functions.

**Responsibilities:** **Pre-Games**

- Provide administrative and supervisory support to Team Alberta, including but not limited to: team logistics leading up to and during the Games; production of the team newsletter; compilation of the mission handbook; gathering of registration information; athlete and coach profiles; information for the team website; liaise with family members; and assist with Provincial Team staging and send-off.
- Work with the Head Coaches and Associate Coaches to create and maintain a cohesive team.
- Actively participate in the Head Coach/Mission Staff planning sessions.
- In cooperation with the Chef de Mission, Team Managers, Head Coaches and Associate Coaches develop an agenda and plan sport specific sessions for the Provincial Team training camp (Fall 2017).
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Head Coaches, and Associate Coaches.
- Act as the liaison between the team and the families/supporters of the athletes.
- Work within the lines of communication set by the Team Alberta Management Team.
- Read and be familiar with all Team Alberta correspondence and information.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

**During Games:**

- Ensure that athletes are supervised 24 hours a day.
- Work with the Head Coaches to ensure the effective operation and management of Team members at their respective venues. Act as the link with the Venue Organizing Committee, as required.
- Be present at the respective venue sites during practice and competition to oversee the logistics of Team Alberta.
- Represent Special Olympics Alberta at the venue for liability purposes.
- Be aware of the location of first-aid treatment areas, and outline an emergency plan with your Head Coach and Associate Coaches.
- Act as the on-site contact for Family and Supporters for your assigned sport.



- Schedule daily coaches meetings, in conjunction with the Head Coach.
- Correspond with the Chef De Mission daily regarding the status and progress of Team Alberta.
- Compile daily results and submit to Team Manager and Communications Liaison.
- Assist Communication Liaison with photos, story lines and athlete profiles.
- Maintain a copy of all respective Athlete and Coach Medical Profile Forms.
- Retain copies of all accident/incident forms, and relay any injuries or concerns to the Chef De Mission.
- Ensure that the athlete and coach's code of conduct is being enforced in consultation with the Chef de Mission and Team Managers.
- Responsible for the safety and security of Team Alberta athletes.
- Travel to and from the National Games as part of the Provincial Team.
- House with the Team Alberta for the entire duration of the National Games.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.
- Other duties as assigned by the Chef de Mission and Team Managers.

#### **Post Games:**

- Participate in post-Games follow up with Athletes, Best Contacts and Families.
- Participate in a post-Games evaluation process.

#### **Qualifications:**

- Be 18 years of age as of the first day of competition.
- First aid/CPR is an asset.
- Must be a member of Special Olympics in Alberta.
- Attendance at the qualifying Provincial Games.
- Have the willingness to assume a provincial perspective while being a member of the Provincial team.
- Excellent leadership, communication, organizational and administrative skills.
- A strong understanding and fundamental belief in the mission of Special Olympics in Alberta and the goals of the Provincial Team Program.
- Strong interpersonal and problem solving skills.
- Demonstrated ability to both work independently and cooperatively in a partnering manner in the achievement of the Provincial Team goals.
- Ability to work in a demanding environment on-site at the Games.
- Willingness and availability to participate in professional development opportunities, Team AB meetings, training camps and other functions as required.
- Proficiency in computer skills is mandatory.

#### **Time Commitment (may be subject to change):**

- August 2017 to August 2018 – on-going team responsibilities
- June 2017 – Mission Planning Meeting #1
- Fall 2017 – Team Training Camp (weekend)
- March 2018 – Mission Planning Meeting #2
- Charlottetown, PEI: May 13-20, 2018 – National Games (one week)
- Antigonish, NS: July 29-August 5, 2018 – National Games (one week)