



MISSION STAFF – NATIONAL GAMES Job Description

ROLE OF THE SPORT MISSION STAFF:

To ensure that Team NL is effectively managed during the time leading up to, during and after the games, and that the coaches and athletes experience a positive and productive competitive and social environment.

MINIMUM REQUIREMENTS:

- Ability to work as a team member.
- Leadership abilities.
- Excellent written and verbal communication skills; and.
- Excellent organizational and administrative skills.
- Proven management skills.
- Must have direct access to a computer, internet and email
- Must have valid drivers' license and must be comfortable driving rental vehicles on site at games
- Must have access to personal cell phone while at games

DUTIES & RESPONSIBILITIES:

National Games Preparation

- Work with the volunteer Head Coaches to ensure the effective operation and management of Team members at their respective venues.
- Act as a role model for all Team NL Members, exemplifying all of the qualities espoused in Expectations of Team Coaches, and Special Olympics Code of Conduct Policy.
- Provide administrative and supervisory support to Team NL.
- Under supervision of the Head Coach, correspond with the Chef De Mission/Manager regarding the status and progress of Team NL.
- Travel to and from the Games with Team SONL.
- Attend send-off/team rally.
- Attend the Coach/Mission Staff workshop
- Attend the Sport specific training camp.TBD

On Site

- Represent Special Olympics Newfoundland & Labrador at the venue for liability purposes;
- Assess and evaluate the needs of the Team members via the Coaches, at each venue, and relate these specific needs to the Venue Organizing Committee;;
- Be aware of the location of first-aid treatment areas, and outline an emergency plan with your corresponding Head Coach and Associate Coaches;
- Maintain a copy of all respective Athlete and Coach Medical Profile Forms;



- Retain a copy of all accident/incident forms, and relay any injuries or concerns to the Chef De Mission;
- Be present at the respective venue sites of an assigned team, during competition to oversee the logistics of Team NL at the appointed venues;
- Be responsible for holding athletes medications (schedules) ID's and other related items;

- liaise daily with the Chef De Mission/Manager regarding Team NL results;
- Ensure that the athlete and coach's code of conduct is being enforced;
- Evaluate the structure and organization of the Games at the venue site appointed and make written recommendations to the Chef De Mission upon return.

GENERAL

- Travel with athletes on Games transportation and stay with them in a supervisory capacity in Games accommodation.
- Manage athletes (male and female) with an intellectual disability whose ages will range from 13 years old and up.
- Ensure code of conduct is completed by all athletes and adhered to.

ROLE OF MEDICAL MISSION STAFF:

- Responsible for learning history of the athlete's medical needs or conditions. If uncertain, make contact with the athlete's care giver or doctor for clarification or consultation.
- Provide guidance to all coaches regarding medication management for each athlete including: dosage and times, self administered or assisted, proper storage of medication etc
- Provide medical assistance to athletes and coaches who use medical appliances
- Confirm location of the medical facilities within each venue, accommodation facility and the hospitals/medical clinics within the city. Confirm the hours of operation for each facility. Inform the Head Coaches of the location of medical services
- If necessary, escort Team NL members to medical facilities and advocate on behalf of the team member for the provision of treatment
- If necessary, communicate with team members family/caregiver regarding medical treatment

SELECTION CRITERIA:

Ideal applicants must be able to complete all responsibilities as listed above, have experience working with individuals with disabilities, managing sport teams/programs, and being part of a Special Olympics program.

Staff must also be registered with SONL, have attended the provincial qualifier and have completed volunteer code of conduct and a criminal record check prior to the Games.

**Special
Olympics**
Newfoundland
& Labrador



For Further information, please contact:

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Please Note: This is a non-salaried position, however certain expenses will be covered to attend camps and competitions pertaining to this position.

The mission staff position is very demanding both physically and mentally and for this reason, we require all team members to be in Excellent Health to attend Games. Volunteers who are not in excellent health or who are not able to maintain a fast paced schedule for 7 days should not apply for this position.

Volunteers may find the daily schedule at National Games very strenuous. The pace is often “non-stop” and will often last the entire 7 days. There is very little opportunity to rest during the day and the meal; times, competition times and ceremonial events are all scheduled to very specific timelines. In addition, team members are often in a “hurry up and wait” scenario which can be quite stressful to some people.