

Job Description Mission Staff, National Team

Special Olympics World Winter Games Sweden 2021

Overview:

The National Team Program (NTP) is designed to provide athletes, coaches and mission staff with a formalized approach to training and preparation for World Games. The program ensures that Special Olympics athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal training, performance and positive experiences as a member of the National Team.

A strong team of coaches and mission staff are needed in order to support the athletes through their preparation and at the Games; we encourage both veterans of the program, and newcomers to apply if interested.

Title: **Mission Staff**

Scope:

The role of National Team Mission Staff is to ensure the efficient and effective operation of Special Olympics (SO) Team Canada during the time leading up to and during the World Games. Mission staff ensure a productive and positive team experience for the athletes and coaches.

Accountabilities:

The National Team Mission Staff is a volunteer position accountable to the Chef de Mission. The Mission Staff will work closely with the Team Managers and head coaches on all team administrative functions.

Responsibilities:

Pre-Games

- Provide administrative and supervisory support to SO Team Canada, including but not limited to: team logistics leading up to and during the Games; production of the team newsletter; gathering of registration information; athlete and coach profiles; information for the team website; liaison with family liaisons; and assist with training camps and National Team staging and send-off.
- Work with the Head Coaches and Assistant 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, Assistant Chef de Mission, Team Managers, Head Coaches and Assistant Coaches develop an agenda and plan sport specific sessions for the National Team training camp (Spring 2020).
- Actively plan and participate in a sport specific training camp (fall/winter 2020).
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Assistant Chef de Mission, Team Managers, Head Coaches, Assistant Coaches and Training Coaches.
- Be familiar with the rules and games-specific requirements of the sport you are assigned
- Act as the liaison between the team and the family liaisons.
- Provide ongoing input in evaluation of the NTP

- Work within the lines of communication set by the SO Team Canada Management Team.
- Read and be familiar with all SO Team Canada correspondence and information.
- Act as a role model and conduct yourself within the National Team Program Code of Conduct.

During Games

- 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 practise and competition to oversee the logistics of SO Team Canada. 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 liaisons for your assigned sport.
- Attend daily Chef/Mission meetings
- 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.
- Be familiar with the Emergency Management plan and be able to effectively deal with issues management and conflict resolution
- 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.
- Travel to and from the World Games as part of the National Team.
- House with SO Team Canada delegation in the Athlete's Village for the entire duration of the World Games.
- Act as a role model and conduct yourself within the National Team Program Code of Conduct.
- Other duties as assigned by the Chef de Mission and Team Managers.

Qualifications:

- Must be a member of Special Olympics in Canada.
- Ability to work as a team member.
- Excellent leadership, communication, organizational and administrative skills.
- Must have attended National Games as a member of a provincial/ territorial delegation either at the qualifying event or in the previous Games cycle or be a member of SOC or Chapter staff with experience at Provincial and/or National competitions
- A strong understanding and fundamental belief in the mission of Special Olympics in Canada and goals of the National Team Program.
- Knowledge of Special Olympics in Canada and the roles and responsibilities of the SOC chapters and national office.
- Strong interpersonal and problem solving skills as well as experience working with athletes with an intellectual disability.
- Demonstrated ability to both work independently and cooperate in a partnering manner in the achievement of the National Team goals.
- Available to participate in professional development opportunities, National Team Program meetings, training camps and other functions as required.
- Proficiency in computer skills is mandatory.
- Must be 18 years of age or over.

- C.P.R. and first aid is an asset.
- Resident of Canada
- Ability to communicate in both official languages is an asset.

Note: If selected, Special Olympics Canada's Introduction to Competition Course and Making Ethical Decisions will be required to be completed before Games

Time Commitment (may be subject to change):

- April 2020 – First Mission Meeting (3 days including travel)
- May or June 2020 – Team Training Camp (4-5 days including travel)
- Fall/Winter 2020 - Sport Specific Training Camp (3-4 days including travel)
- December 2020 - Final Mission Meeting (3 days including travel)
- January 30-February 14, 2021 (tentative) – Staging Camp, Send-Off & World Games (inclusive of travel and Host Town Program)
- January 2020 to March 2021 on-going team / planning responsibilities