



SHOWYOURCOLOURS

Job Title: Directorate Assistants

Cowichan 2018 Summer Games are seeking energetic and committed individuals to fill several positions that will ensure the Games are successful and a truly memorable experience for participants and local residents.

With 27 venues and 18 sports for young athletes to compete in, the Games will have a presence throughout our region.

Through the course of this work experience, the successful candidate will gain fundamental, personal, and teamwork employability skills. They will work as part of an office team and within the framework of a 14 member Board of Directors comprised of leaders serving their community as volunteers. Staff experience will include problem solving, communication and the management of information, task and project oversight and management, time management, etc. They will learn continuously as they participate in projects and tasks, resulting in increased confidence and breadth of skill.

The day to day work of the **Directorate Assistant** will be managed by the Program Supervisor. All staff will report to the Operations Manager and work closely within Games Office staff team.

Work tasks and responsibilities:

- General Duties may include (varies from Directorate to Directorate):
 - Attending and participating in Directorate meetings, as required
 - Take, prepare and distribute meeting notes
 - Report Directorate activities at staff meetings to facilitate communication between Directorates
 - Prepare correspondence for assigned Directorates
 - Attend and participate in Chair meetings
 - Prepare monthly written activity report for Operations Manager
 - Attend Games special events and progress report meetings, as required
 - Attend regular team (staff) meetings
- Assist with planning and implementation of specific tasks related to assigned Directorates.
 - Note that some Directorate Assistants may be involved with 2 or more Directorates. This will be determined once participants' interests/skills and the Directors' needs are assessed.



SHOWYOURCOLOURS

1. Accommodation:
 - Assist this Directorate with preparing materials for accommodation volunteers, including room and site allocation maps, reference binders, delivery schedules, etc.
2. Administration
 - Assist this Directorate in the areas including assisting requesting certificates of insurance, planning the Games Information Desk, and, assisting with accounting, etc.
3. Ceremonies & Special Events:
 - Assist the volunteers in this Directorate with planning for all ceremonies including helping to schedule the delivery, set-up, and use of properties, and assisting with developing maps and materials for the overall ceremonies and the marshalling plans. Also assist this Directorate with the planning of the participant special events.
 - Grant writing
4. Communications Systems:
5. Assist in setting up a communications centre for the Games and in the allocation of communications equipment for use at the Games.
6. Food Services:
 - Assist with administrative support for box lunch and participant meal preparation and planning for the delivery and receiving of special meal requests.
7. Friends of the Games:
 - Assist with the administration of recognition of Games sponsors and donors and placement of signage at all venues.
8. Logistics:
 - Assist this Directorate with concession applications, tracking and managing warehouse requests and pick-up schedules, preparing materials for environment volunteers. This will include spreadsheet and schedule management.
9. Marketing:
 - Assist the volunteers with the promotion of the Games and the development of the materials needed to do as well as promotion of Games merchandise sales and support the management of the Games website.
10. Medical services:
 - Assist with the administration and coordination of scheduling volunteers for first aid and physiotherapy services as well as the medical clinic.
11. Participant & Volunteer Services
 - Assist this Directorate with the management of volunteer assignments, compilation and assembly of participant accreditation packages, set-up of the accreditation centre for participants, managing a volunteer accreditation centre/process, and planning a volunteer appreciation event, etc.

SHOWYOURCOLOURS

12. Protocol:

- Assist this Directorate with the implementation of Games Host program (assisting with scheduling, and establishing training dates and locations, and developing reference binders), support for the management of guest invitations, registration, and accreditation, supporting the logistical details of events such as the Provincial Government Reception and the Civic, and helping with the scheduling of medal presentations.

13. Security

- Assist this Directorate with development of manual for security volunteers, scheduling systems, and in the setup of security headquarters for the Games.

14. Sport

- Assist this Directorate with ensuring venues are ready for the Games, the creation of an inventory of sport equipment that will be used for the Games, scheduling the pick-up of equipment and properties, developing venue maps, etc.

15. Transportation

- Assist this Directorate with developing systems to manage lost items, production of a volunteer driver orientation packages, printing of signs for bus and bus area, etc.

Skills:

- Office Administration
- Business Administration Management
- Management program
- Hospitality and Tourism
- Marketing
- Kinesiology/Human Kinetics
- Community Culture & Global Studies
- Health Studies
- Recreation



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Timeline:

This posting will remain open until position is filled. Available to start immediately – April 2nd, 2018 or April 9th, 2018. The successful candidate will be available to work 35 hours/week until August 24th, 2018.

This position is created through a Job Creation Partnership program contract between the Cowichan 2018 BC Summer Games Society and the Ministry of Social Development and Poverty Reduction. In accordance with contract, sufficient time off will be provided to Job Creation Partnership participants for job search activities.

Eligibility:

- Applicants must live in the Cowichan Region for the duration of this employment.
- Applicants must be on EI, or have been on EI in the past 5 years.

Compensation:

Rates of compensation are determined by the Ministry. Please contact your local WorkBC office for details.

Duncan Employment Service Centre
Global Vocational Services Inc.
301- 80 Station Street, Duncan, BC
Tel: 250-748-9880
www.gvsjobs.com

How to Apply:

- Please send a cover letter and resume with three references to info@bcsummergames.ca
- Please include the job title in the subject line of your email

Canada



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