



Sport Newfoundland and Labrador is inviting applications for the position of **Assistant Games Coordinator**. This position is a 1-year contract with the possibility to extend after 1 year. The successful candidate will work closely with the Games Coordinator and Report to the Executive Director and will be responsible for assisting the Games Coordinator with the development, coordination and implementation of Games programs.

QUALIFICATIONS

The ideal candidate will have a degree in sport administration, physical education, recreation, sport management and/or relevant training and experience. The individual would have demonstrated leadership capabilities through previous employment or volunteer work with similar organizations. Knowledge and experience in community mobilization, partnership development, program planning and strategic development would be an asset. The individual should have a working knowledge of both the Newfoundland and Labrador Games and the Canada Games. The successful candidate should have excellent communication skills, be a self-starter, be highly organized and able to work in a multi-task environment. The successful applicant has the ability to work independently and within a team to achieve its objectives. Excellent organization and time management skills are essential. This is a full-time position and involves evenings, weekends, and travel within and outside the Province. Candidates possessing an equivalent combination of education and experience will be considered.

CLOSING DATE April 21st, 2024

To view the complete Position Description please log onto www.sportnl.ca

To apply for this position, forward a detailed resume to:

Email: jcampbell@sportnl.ca

ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.

SPORT NEWFOUNDLAND AND LABRADOR POSITION DESCRIPTION

POSITION: **Assistant Games Coordinator**

General Accountability

This position is accountable for assisting the Games Coordinator with the delivery of the provincial NLGames program, and for the preparation and participation of TeamNL at the Canada Games.

Structure

The position reports to the Executive Director. There are no positions reporting to the Assistant Games Coordinator. Regular liaison with consultants from the Department of Tourism, Culture and Recreation, SportNL Sport Development Specialist and Canadian Sport For Life Project Leader, Provincial Sport Organizations and other community stakeholders.

Nature & Scope

The Newfoundland and Labrador Games is a biennial multisport competition with youth from 8 regions in the province and teams from St. Pierre et Miquelon converging on a Host region to compete for the Premier's Cup. Typically the NLGames run for 8 days with 10-12 sports participating, including an estimated 1500 athletes, coaches and staff.

nlgames.ca is the communication hub for our NL Games program with links to all the usual social media platforms.

SportNL has increasing management, administrative and delivery responsibility for the NLGames. Through the Games Coordinator position we manage all engagement with PSOs, liaise with government consultants on funding and policy, work with Host municipalities on facility and organizational requirements, and take overall responsibility for the implementation of policy and delivery of the NL Games in the selected Host region.

We also take a lead role in the preparation of a provincial team for competition at the Canada Games. Team NL is comprised of our best athletes in 15-20 sports, and travels

to the selected Host province for 2 weeks of competition every 2 years alternating winter and summer.

The Assistant Games Coordinator provides support to the Games Coordinator in the areas of policy development and implementation, clothing and uniform tendering, transportation arrangements, as well as coaching and officiating development and qualification.

Through both the NLGames and Canada Games TeamNL, we continue to provide opportunities for the youth of our province to develop and showcase their athletic ability at these premiere events provincially and nationally.

Specific Accountabilities (NLGames)

- Assist the Games Coordinator in ensuring suitability of sport facilities for delivery of NL Games.
- Take the lead on maintaining the nlgames.ca website and social media as information hubs for the NL Games with assistance from the Games Coordinator
- Assist the Games Coordinator in securing and coordinating transportation of teams from home regions to Host region.
- Assist the Games Coordinator with the development of a functional schedule of competitions, ceremonies and other events for games week.
- Take the lead as the first point of contact for results reporting and registration through GEMs.pro software.
- Other related duties.

Specific Accountabilities (TeamNL) - as per the Canada Games Leadership Framework

- Maintain full awareness and understanding of timelines and critical path to prepare Team NL for the Canada Games. Develop a critical path to be followed by GC, Chef Team and PSO's

- Assist the Games Coordinator in all logistical and planning areas of a Games cycle. These areas include, but are not limited to:
 - Team clothing RFP & procurement of team NL uniform
 - CG team status reports and PSO reports
 - Coordinate mission staff orientation (one 1.5 day orientation session held not later than 12 months in advance of a Games). Work with the Chef de Mission team to plan the agenda and assume responsibility for all logistics associated with orientation
 - Coordinate team travel and athlete travel arrangements and plan/book mission staff travel and accommodations
 - Coordinate and plan athlete's rally approximately one month prior to departure for the Games.
 - Complete all requirements for athlete accommodations as requested by the Host Society
 - Athlete registration and drug education online course completion
 - Confirm eligibility of all Team NL participants
 - Coordinate with Coaching Coordinator to ensure all staff positions meet the technical package coach education requirements at least 12 months prior to the Games. Identify all deficiencies and report to Chef and Consultant responsible for Canada Games with the Recreation and Sport Division.
 - Recognize and adhere to all timelines/deadlines set by CGC, Host Society and Rec and Sport Division.

- Take the lead on maintaining the nlgames.ca website and social media as information hubs for the Team NL with assistance from the Games Coordinator

- Assist the Games Coordinator with an evaluation survey post Games on the Games experience – separate surveys for athletes and coaches.

- Assist the Games Coordinator with all contracts for team members – athletes, coaches, managers, chaperones, mission staff, etc are completed, signed and on file with Games Coordinator.

- Other related duties.