

Position Title	<p>Mission Staff for Sask Games – We need up to 10 volunteers. *See Mission Staff Application Form* Deadline to Apply: May 1, 2020</p>
Organization	Parkland Valley Sport, Culture and Recreation District
Purpose	Mission Staff are an integral component of Team Parkland Valley. They are a group of volunteers who are responsible for the effective management of the operation and administration of Team Parkland Valley prior to and during the Sask Games.
Responsibilities	<p>Responsibilities prior to the Sask Games:</p> <ul style="list-style-type: none"> - Familiarization with the information regarding the operation of the Games and its facilities as provided by the host community. - Become familiar with the technical package(s) for the sport(s) assigned. This includes technical information, sport schedules, eligibility, protest procedures, facilities, coach’s meetings, etc. <p>Responsibilities during the Sask Games:</p> <ul style="list-style-type: none"> - Assist with departure of the athletes from Parkland Valley departure points (Yorkton, Melville, Foam Lake, etc.) and ride the bus with the athletes, coaches and managers to Lloydminster. - Mission Staff must wear Team Parkland Valley clothing as much as possible. The uniform must be worn during opening and closing ceremonies. - Meet with assigned sports upon their arrival at the Games and assist with their accreditations and accommodations. - Assist in marshalling the athletes for the opening and closing ceremonies. - Mission Staff will be assigned desk duty at the Mission Centre. Mission Staff will be responsible for being punctual and perform all administrative functions at the mission desk as required and find replacements if necessary. - Attend daily mission staff meetings. - Act as a liaison between assigned sport(s) and Parkland Valley’s Chef de Mission. - Meet with assigned sport(s) manager/coach daily to provide update information, deal with issues, provide team support and facilitate requests and needs. - Accompany coaches/managers to assigned coaches meetings. - Attend assigned sport(s) competitions. - Team Parkland Valley Mission Staff will be expected to fill out the same medical forms as the participants to ensure safety during any medical treatment which may arise. - In conjunction with the Chef de Mission, resolve disciplinary issues required for any team members of assigned sport(s) that is not handled by the coach/manager adequately.



	<ul style="list-style-type: none"> - In conjunction with the Chef de Mission, resolve specific sport problems or prepare protests regarding assigned sport(s). - Assist in the departure of the athletes from the host community. - Act as ambassadors and representatives of the Parkland Valley District.
Time Requirements	<p>Responsibilities prior to the Sask Games:</p> <ul style="list-style-type: none"> - Attend all Mission Staff meetings prior to the Sask Games (1-2 meetings including attending the coaches meeting to meet the coaches for the sport(s) in which you will be representing). - Attend and assist in the smooth operation of the Sport Medicine & Science Council of Saskatchewan Workshops and Pep Rally (Wednesday, July 15, 2020 afternoon and evening) hosted by the District. <p>Responsibilities during the Sask Games (July 26 - August 1, 2020):</p> <ul style="list-style-type: none"> - MUST be fully available for the time that you signed up for (from riding the bus to the Games to riding the bus back home). - Sign up for half a week (July 26-29 or July 29-Aug 1) or the full week (July 26-August 1).
Skills and Qualifications	Responsible, Organized, Team Leader, Good Communicator, Enthusiastic, Positive Role Model for the kids, Ability to tolerate longer hours.
Orientation and Training	There will be a meeting with the Chef de Mission a few weeks before the Games for approximately 1 hour to go over roles and responsibilities.
Benefits	The positive energy of being part of a team, the unique excitement of a multi-sport Games, pride for Team Parkland Valley as see kids meet or achieve goals, make new friends/contacts, community involvement, leadership opportunity, have fun!
You will be provided with	Team Parkland Valley walk-out uniform (jacket, t-shirt and hat), food (3 meals a day) and accommodations (hotel) covered during the Sask Games. Mileage will be paid to attend the Mission Staff meetings and Sport Med/Pep Rally if from outside Yorkton.
Job Location	Yorkton (Meetings and Pep Rally), Lloydminster (Sask Games)
Supervision	Chef de Mission and the Parkland Valley Community Consultant
Other	A Criminal/Vulnerable Sector Police Check. A previous check is accepted if done within one year prior to the start of the Games (so good <i>after July 26, 2019</i>).
Contact	Erin Sobkow Community Consultant Parkland Valley Sport, Culture & Recreation District Email: esobkow@parklandvalley.ca Phone: 306-786-6585

