

Team Parkland Valley Mission Staff

Roles & Responsibilities

2026 Saskatchewan Winter Games Meadow Lake/Flying Dust First Nation, Saskatchewan

Purpose	Mission Staff are an integral component of <i>Team Parkland Valley</i> . They are a group of volunteers who are responsible for the effective management of the operation, administration, and leadership of <i>Team Parkland Valley</i> prior to and during the Sask Games.
Responsibilities	<p>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 and Parkland Valley District. 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>During the Sask Games:</p> <ul style="list-style-type: none"> Assist with departure of the athletes from Parkland Valley departure points and ride the bus with the athletes, coaches, and managers to the Games community (Meadow Lake/Flying Dust First Nation). Mission Staff must wear the identifiable Team Parkland Valley clothing as much as possible. The walk out uniform must be worn during opening and closing ceremonies. Upon arrival at the Athlete Village, assist with issuing accreditations and leading athletes, coaches, and managers to their accommodations. Assist in marshalling the athletes for the opening and/or closing ceremonies. Mission Staff will be assigned desk duties 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 Team Parkland Valley's Chef de Mission. Meet with assigned sport(s) manager/coach daily to provide updated 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 in case any medical treatment would be needed. 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. In conjunction with the Chef de Mission, resolve specific sport problems or prepare protests regarding assigned sport(s).

	<ul style="list-style-type: none"> Assist in the departure of the athletes from the host community back to the Parkland Valley District drop off locations. Act as ambassadors and representatives of the Parkland Valley District.
Time Requirements	<p>Prior to the Sask Games:</p> <ul style="list-style-type: none"> Attend all Mission Staff & Coaches/Manager meetings prior to the Sask Games (1-2 meetings). If possible, attend and assist in distributing walkout uniforms to Team Parkland Valley. <p>During the Sask Games (February 15 - 21, 2026):</p> <ul style="list-style-type: none"> Sign up for half a week (Feb 15-18 or Feb 18-21) or the full week (Feb 15-21). 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).
Skills and Qualifications	Responsible, Organized, Team Leader, Good Communicator, Enthusiastic, Cheerleader, Positive Role Model for the youth, Ability to tolerate longer hours.
Orientation and Training	There will be a meeting with the Chef de Mission and all Mission Staff 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 youth 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 (outer layer, t-shirt, headwear & other), food (3 meals a day) and accommodations (hotel) covered during the Sask Games. Mileage will be paid to attend the Mission Staff meetings and Pep Rally if from outside Yorkton.
Job Location	Yorkton (Meetings) & Meadow Lake/Flying Dust First Nation (Games Week)
Supervision	Chef de Mission and Assistant Chef de Mission
Other	<p>If selected:</p> <ul style="list-style-type: none"> A clean criminal record/vulnerable sector police check is required. You must complete Respect in Sport online course.
Deadline to Apply & Contact	<p>Please complete the Mission Staff Application form and return to: Chelsey Johnson, Executive Director Parkland Valley Sport, Culture & Recreation District Email: cexner@parklandvalley.ca Phone: 306-786-6585</p>