



Job Description Team Manitoba Mission Staff

2024 Special Olympics Canada Winter Games – Calgary, AB

- Sports:** 5 Pin Bowling, Alpine Ski, Curling, Floor Hockey, Nordic Ski, Speed Skating, Snow Shoe
- Title:** Mission Staff
- Scope:** The role of Mission Staff is to ensure the efficient and effective operation of Team Manitoba during the leading up to and at the National Games. Mission Staff ensure a productive and positive team experience for the athletes and coaches
- Accountabilities:** Mission Staff is a volunteer position accountable to the Chef de Mission. Mission Staff will work closely with the Team Manager on all team administrative functions.
- Responsibilities:** Pre-Games
- Provide administrative and supervisory support to Team Manitoba, including but not limited to: team logistics leading up to and during the Games; production of the team newsletter; compilation of the mission handbook; gathering of registration information; athlete and coach profiles; information for the team website; liaise with family members; and assist with Provincial Team staging and send-off.
 - Work with the Head Coaches and Associate 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, Team Manager, Head Coaches and Associate Coaches develop an agenda and plan sport specific sessions for the Provincial Team.
 - Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Manager, Head Coaches, and Associate Coaches.
 - Act as the liaison between the team and the families/supporters of the athletes.
 - Work within the lines of communication set by the Team Manitoba Management Team.
 - Read and be familiar with all Team Manitoba correspondence and information.
 - Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

During Games

- Ensure that athletes are supervised 24 hours a day.
- 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 practice and competition to oversee the logistics of Team Manitoba.
- Represent Special Olympics Manitoba at the venue for liability purposes.
- 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 and Supporters for your assigned sport.
- Schedule daily coaches meetings, in conjunction with the Head Coach.
- Correspond with the Chef de Mission daily regarding the status and progress of Team Manitoba.
- 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.
- 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 Manager.
- Responsible for the safety and security of Team Manitoba athletes.
- Travel to and from the National Games as part of the Provincial Team.
- House with Team Manitoba for the entire duration of the National Games.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.
- Other duties as assigned by the Chef de Mission and Team Manager.

Post Games

- Participate in post-Games follow up with Athletes, Best Contacts and Families.
- Participate in a post-Games evaluation process.

Qualifications:

- Be 18 years of age as of the first day of competition.
- First aid/CPR is an asset.
- Must have completed Respect in Sport training
- Must have completed Safe Sport training
- The following NCCP Certifications are recommended but not mandatory;

- Trained SOC Competition Coach Introduction
- Making Ethical Decisions (Evaluated)
- Must be a member in good standing of Special Olympics Manitoba.
- Attendance at the qualifying 2023 Provincial Games.
- Experience in Team Management at Provincial Games an asset
- Have the willingness to assume a provincial perspective while being a member of the Provincial team.
- Excellent leadership, communication, organizational and administrative skills.
- A strong understanding and fundamental belief in the mission of Special Olympics Manitoba and the goals of the Provincial Team Program.
- Strong interpersonal and problem solving skills.
- Demonstrated ability to both work independently and cooperatively in a partnering manner in the achievement of the Provincial Team goals.
- Ability to work in a demanding environment on-site at the Games.
- Willingness and availability to participate in professional development opportunities, Team Manitoba meetings, training camps and other functions as required
- Proficiency in computer skills is mandatory

Time Commitment (subject to change):

- January 2023 to March 2024 – on-going team responsibilities
- Sport Specific Training Camp (dates TBD)
- April 2023 – Mission Planning Meeting #1
- January 2024 – Mission Planning Meeting #2
- Calgary, AB: February 26 to March 3, 2024