



2024 National Winter Games Calgary, AB

Team Ontario- Mission Staff Position Description

Purpose:

To ensure that all Team Ontario members have a successful and fulfilling experience at the National Winter Games. To assist with the overall management of Team Ontario.

Dates and Locations:

2024 National Winter Games: Feb 27-March 2, 2024 Calgary, AB. Please plan for additional travel days on either end.

Positions Available:

1. Sport Specific Mission Staff; 2) Medical Mission Staff; 3) General Mission Staff; 4) Family Liaison

Qualifications/Skills Required:

All mission staff must be 18 years of age or older.

- Outstanding leadership abilities and the ability to work as a team member;
- Managerial experience;
- Past experience in a Games environment;
- Excellent written and verbal communication skills;
- Excellent organizational and administrative skills;
- Must be a member in good standing with SOO and the community council
- Medical mission staff - minimum qualifications as a R.P.N. or Certified Athletic Therapist or MD or RN
- Attendance at one of the 2023 winter sport qualifies required
- Sport Specific Mission Staff: NCCP certifications equivalent to the head coach positions

[CLICK HERE](#) – to review the NCCP certifications required for National Games

General Responsibilities (all positions):

- Be available to attend the 2024 National Winter Games
- To work with Chef De Mission and Team Manager and Coaches to ensure the effective management and operation of Team Ontario;
- To assist in the selection of coaches for your respective sport;
- Conduct oneself in accordance with the conditions outlined in Team Ontario Mission Staff Agreement Form; the Special Olympics Ontario Policy 7000-02 Travelling Teams - Roles and Responsibilities, and the SOO Code of Conduct.
- Act as a role model for all Team Ontario Members;
- Attendance at the Coaches Training Camp (date and location tbc)
- Attendance at Mission Staff meetings either in person or via conference call
- To assist the Provincial Team Liaison in your area with the travel and uniform logistics
- Assist Team Management with transportation planning and uniform planning as needed
- Ensure that the athlete and coaches code of conduct is abided by all Team Ontario Members;

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- To ensure that all coaches are effectively performing their roles and responsibilities both before and during the Games;
- Travel to and from the Games with Team Ontario and stay on site at the Athletes Village with team
- Assist in the supervision of the athletes while travelling to and from the games and possibly during games
- Attend all Team Management meetings while at the games
- Notify Chef de Mission and Team Manager of any athlete or coach accidents / incidents and provide complete documentation of those events.
- Be on call 24 hours a day during games
- Prepare a final report regarding the structure and organization of these Games upon return with recommendations for future Games;

Eligibility:

Coaches who attended a 2023 Winter sport Qualifier are eligible to apply for National Games.

Sport Specific Mission Staff:

- Will be considered the Head Coach for the sport
- Will review all technical packages and rules and provide feedback to the Chef de Mission and GOC.
- Will attend the Sport Technical Conference Calls prior to the Games
- Will distribute all technical packages and rules to all coaches
- Will organize a Sport Specific Training Camp prior to games (as needed)
- Attend head coach meetings while at the games
- Assist coaches with the submission of protest forms if needed
- Assess and evaluate venue needs of team members and forward to Chef de Mission
- Provide guidance and support the team coaches and athletes to ensure a positive games experience
- If needed, assist with athlete and coach selection and endorsement
- Will complete performance evaluations on all coaches in your sport

Medical Mission Staff:

- Responsible for learning the history of the athlete's medical needs or medical conditions, if uncertain, make contact with the athlete's care giver or doctor for clarification or consultation
- Provide guidance to all coaches regarding medication management for each athlete including: dosage and times, self-administered or assisted, proper storage of medication etc
- Provide care and treatment of team members with illness and/or injuries
- Provide medical assistance to athletes and coaches who use medical appliances,
- Confirm the location of the medical facilities within each venue, accommodation facility and the hospitals/medical clinics within the city. Confirm the hours of operation for each facility. Inform the Head Coaches of the location of medical services.
- If necessary, escort Team Ontario members to medical facilities and advocate on behalf of the team member for the provision of treatment;
- If necessary, communicate with team member's family/care giver regarding medical treatments etc.

General Mission Staff:

- Work with Chef de Mission, Team Manager, Media Mission staff and Sport Specific Mission staff regarding all aspects of Team Ontario

Family Liaison



- Fully registered volunteer
- Communicate & share games information and updates with families/caregivers/support staff.
- Attend the Games, travel with the team to & from
- Visit venues and touch base with Ontario Fans
- Support Team Leadership
- Possess excellent written and oral skills
- Must have access to a computer & be familiar with M.S Suite.
- Possess a valid driver's license.

Job Requirements:

Must have direct access to computer, internet and email

Must have own vehicle and valid driver's license and must be comfortable driving rental vehicles on site at games

Must have access to a personal cell phone while at the games.

Duration of the Job:

May 2023 – March 2024

Supervision:

This position is responsible to the President and C.E.O. of Special Olympics Ontario, via the Chef De Mission.

The Mission Staff position is very demanding both physically and mentally and for this reason, we require all team members to be in Excellent Health to attend Games. Volunteers who are not in excellent health or who are not able to maintain a fast paced schedule for 7 days should not apply for this position.

Volunteers may find the daily schedule at National Games very strenuous. The pace is often “non-stop” and will often last the entire 7 days. There is very little opportunity to rest during the day and the meal times, competition times and ceremonial events are all scheduled to very specific timelines. In addition, team members are often in a “hurry up and wait” scenario which can be quite stressful to some people.