

## JOB DESCRIPTION

<b>Title:</b>	<b>Sport and Games Coordinator</b>	<b>Date: February 2010</b>
<b>Group:</b>	C	
<b>Incumbent:</b>	Vacant	
<b>Supervisor (title):</b>	Director of Sport	

**Job summary:** The Sport & Games Coordinator will provide support in the areas of sport development and the Council's transfer of knowledge program.

### Key functions:

The Coordinator will take the lead on the following:

- Implementing a transfer of knowledge plan to Host Societies, (including the creation of tools, resources, compiling "best practices", policies, procedures, and Core Plans where appropriate) in the below functional areas:
  - Volunteers
  - Registration and Accreditation
  - Sport Operations (shared lead)
  - Signage, Pageantry & Fabrication
  - Security
  - Transportation (Internal)
  - Materials Management
  - Telecommunications
  - Results, Timing, and Scoring
  - IT Services
  - Sound, Video, Office Equipment & Electronics
- Maintaining relationships with up to 20 National Sport Organizations (50% summer, 50% winter), including:
  - Development and monitoring of Games' Technical Packages;
  - Games-time Major Officials (numbers, travel);
  - Sport schedule development, maintenance, and approvals;
  - Compiling and tracking Canada Games alumni statistics post-Games;
  - Determining and monitoring Canada Games records;
  - Monitoring venue and equipment standards;
  - Establishing sport-specific equipment transportation limits for teams.
- Managing the Council's Apprentice Coach programs;
- The monitoring, publication, and advancement of the Council's participant database.

The Coordinator will assist in the following:

- Maintaining relationships with multi-service sport organizations;
- Sport selection process;
- Developing Sport Committee minutes, materials, and materials management;
- Supporting the work of the Host Societies in other operational areas as required.

Participate as a member of the Canada Games Council Mission operations at the Games.

Assume other duties as defined by the Director of Sport.

**Education:**

- Post-secondary education

**Experience:**

- Two years related experience