



**TITLE:** Volunteer Coordinator  
**REPORTS TO:** Office Manager  
**LOCATION:** Swift Current, SK  
**CONTRACT TERM:** 8 month contract: January 2019 – August 2019  
**SALARY LEVEL:** Commensurate on education and experience

### **OVERVIEW**

The 2019 Western Canada Summer Games (WCSG) Swift Current Host Society is looking to fill the position of Volunteer Coordinator.

In less than 1 year, over 1700 of western Canada's youth will have the opportunity to shine in Swift Current as we host the 2019 Western Canada Summer Games, August 9-18, 2019. The participants from six provinces and territories will be joined by over 400 officials, media and VIPs, nearly 2000 volunteers and thousands more visitors for the ten-day event. Featuring 16 sports and an arts and cultural festival, the 2019 Western Canada Summer Games will be the largest event in Swift Current's history.

The Volunteer Coordinator will be responsible for working with the Office Manager and volunteer committees to prepare for the 2019 Games. Necessary skill sets include a proven record in working within a volunteer organization, a history of strong planning, reporting and communications.

### **DUTIES AND RESPONSIBILITIES**

The main objective of this position is to work closely with volunteers and office staff to assist in developing and implementing strategies relating to recruiting, engaging, registering, retaining, scheduling and orientating approximately 2000 volunteers required to deliver the 2019 Western Canada Summer Games. The successful applicant will assist with the following:

- Data entry throughout the recruitment, screening, selection and scheduling processes;
- Monitoring the volunteer inbox, answering questions and helping applicants complete the registration form;
- Accreditation badge assembly;
- Uniform tracking;
- Update and manage GEMS.Pro (Games Enabling System) as required;
- Greeting applicants and helping to direct inquiries; and
- Other duties as assigned.

## **REQUIRED SKILLS, EXPERIENCES AND ABILITIES**

- Experience in working with volunteers is crucial;
- An adaptable attitude and a friendly personality;
- Ability to maintain composure in potentially stressful situations;
- Excellent oral and written communication skills;
- Excellent organizational skills and ability to multitask;
- Ability to work independently as well as part of a team;
- Strong computer skills including advanced document and spreadsheet skills (Google products are used primarily in our office);
- Experience in multi-sport Games is an asset; and
- A valid class 5 Saskatchewan driver's license.

## **NOTE**

- Formal office hours are Monday to Friday, 8:00 a.m. until 4:30 p.m.; however, flexibility will be required. This may include various evening/weekend committee work, varying workload and/or deadlines, games time requirements, etc.
- The Swift Current 2019 Western Canada Summer Games Host Society is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to apply.
- All applicants must be legally entitled to work in Canada.
- The successful candidate will be subject to a criminal record and vulnerable sector check and must complete Respect in Sport training in order to become Safe Places – Youth Certified.

## **HOW TO APPLY**

Please email your cover letter, résumé and 3 references to the Games Manager. Within the subject line of your email please include: Volunteer Coordinator. Any information submitted will be treated in the strictest of confidence. Closing date to apply is Monday, December 10, 2018 at 12:00 pm CST with an anticipated start date of January 7, 2019.

Denise Barbier  
Games Manager  
2019 Western Canada Summer Games  
E: [deniseb@2019wcsg.ca](mailto:deniseb@2019wcsg.ca)

We thank all applicants, however only those under consideration will be contacted. The Swift Current 2019 Western Canada Summer Games is seeking corporate partners to support this major event and who may be looking for career development opportunities for their employees. Potential employees seeking a secondment from their organization are appreciated and encouraged to apply.