



## *Application for Mission Staff Volunteers*

*July 10 — 17, 2011*

*North American  
Indigenous Games*

*Milwaukee, Wisconsin*

### **Team Alberta Mission Staff Volunteer Application Process**

On behalf of the Indigenous Sport Council Alberta (ISCA), I wish to thank you for your interest in applying for Team Alberta Mission Staff for the 2011 North American Indigenous Games to be held July 8 – 18 in Milwaukee, Wisconsin.

**The deadline for submitting applications is 4:30PM Monday May 31, 2010.** No applications received after this deadline will be considered.

It is the responsibility of ISCA to assemble a team of athletes, coaches, managers, chaperones and mission staff to represent Team Alberta at this multi-sport event.

Mission staff volunteers for the 2011 NAIG will be selected by the chef-de-mission, members of the ISCA Program Committee and outside expertise. The Mission Staff provide a key role in supporting athletes and coaches towards maximizing their performance at the Games. This support begins in the lead – up to the Games and at the Games.

Being selected to the Team Alberta Mission Staff is both an honour and a privilege. Volunteering for Team Alberta requires commitment, patience, sensitivity, flexibility, passion, respect and trust.

Listed below are the qualifications and qualities we are looking for in potential candidates:

- Volunteer or paid staff with a First Nation/ Métis Settlement Community Recreation, Sport or Youth Program, Alberta Friendship Centre or Métis Nation of Alberta Youth Program
- Enthusiasm and interest for Games and working in a multi-sport environment
- Willingness and ability to commit the time Pre-Games and during Games
- Ability to operate independently and in a team environment
- Willingness to provide excellent service to assigned sports and Team Alberta
- Strong interpersonal, communication and organizational skills
- High energy, positive attitude and multi-task oriented

There will be a total of 14 Mission Staff:

Archery	One Mission Staff
Athletics	Two Mission Staff
Badminton	One Mission Staff
Basketball	Two Mission Staff

Golf	One Mission Staff
Basketball	Two Mission Staff
Softball	Two Mission Staff
Swimming	One Mission Staff
Volleyball	Two Mission Staff

In the event Team Alberta sends teams in the sports of baseball and soccer, additional mission staff will be added.

Mission Staff selection will be based on:

- A balance of male and female staff;
- A balance of experienced and new staff;
- Broad representation from the communities served by the ISCA.

Individuals interested in applying for Team Alberta Mission Staff are asked to:

1. Review the attached **Mission Staff Responsibilities**
2. Submit a completed application form
3. Submit a resume highlighting relevant experience
4. Submit a reference letter  
(i.e. letter of support from your organization)

Please submit your completed application form to:

Bruce Littlechild  
Chef-de-Mission, Team Alberta  
Box 2429  
Hobbema, Alberta  
TOC 1N0

Sincerely

Bruce Littlechild  
780-585- 3343 (Bus)

## **Mission Staff Responsibilities**

The Team Alberta Mission Staff provide the primary link between all components of the North American Indigenous Games and the sports to which they are assigned. Mission Staff are the key contacts for the sports leading up to, during and immediately following the Games. This

approach enables Alberta's athletes, coaches and managers to concentrate on training and the competition at the Games.

### **Pre- Games:**

- Attend Mission Staff meetings and a two day retreat (mandatory)
  - **September 2010 – Mission Staff Meeting**
  - **February 2011 – Mission Staff Retreat**
  - **May 2011 – Mission Staff Meeting**
- Become familiar with coaches and manager of your sport, their approach to the Games, their team and their commitment.
- Discuss with the coaches and manager how you can best help them prior to and during the Games (i.e. conference calls, Team Alberta information, equipment needs, etc.
- Attend sport selection competitions and/or training events and introduce yourself to the team. Take the opportunity to get to know the athletes and provide them with pre-Games and Games information.
- Liaise and follow-up with your sport regarding important deadlines (i.e. to ensure their completed registration forms are submitted on time). Know the forms and procedures and provide assistance to your sport if they need it.
- Ensure that you have a good general knowledge of the sport technical package.
- Familiarize yourself with the Team Alberta Code of Conduct, Guidelines and Procedures before the Games. You will be responsible for reviewing this with your teams, including any Team Alberta rules, policies and procedures.
- Communicate pertinent North American Indigenous Game sand Team Alberta information to the sport coordinators and coaches/managers, field questions, provide clarification and assist with issues if they arise
- Assist the Chef-de-Mission and Assistant Chef-de-Mission with administrative requirements, e.g. registration, travel arrangements, etc. and other related duties as needed

### **At the Games**

- Bring a copy of all important team information and correspondence with you to the Games. Keep cell phone numbers of your coaches and managers and Mission Staff with you at all times (this will be laminated on your accreditation badge).
- Know the transportation routes and locations to your practice and competition venues.

- Find out where your team's equipment will be stored and where it can be repaired.
- Find out where the closest laundry facilities, sporting goods store, etc. are in case your team needs it.
- Confirm practice, training and competition schedules for your team and ensure that changes are communicated to the team immediately. You will be supplied with information in your mission box.
- Greet your team upon arrival and assist the coaches, manager and athletes to move into the Athlete's Village.
- Take the coaches to the training and competition venues.
- Show the coaches and manager the Mission Office (a Coaches and Managers meeting will take place to explain Mission Office information and procedures).
- Respond to sport requests and requirements in a timely manner.
- Arrange daily meetings with the Team contact (Manager / Coaches or both) to keep them up to date on Host Society and Team Alberta information and developments.
- Attend all sport practices and competitions.
- Attend all technical meetings for your sport.
- Act as the liaison between Team Alberta, the Host Society and your sport.
- Ensure that transportation arrangements and equipment arrangements are confirmed.
- Coordinate with your team regarding when they will require box lunches or dinners.
- Attend Mission Staff meetings every morning and brief your sport afterwards.
- Work shifts at the Mission Office, as required.
- Write the Wave article for the newsletter.
- Marshalling at the Opening and Closing Ceremonies

### **Post-Games**

- Complete a Mission Staff evaluation
- Follow up on any outstanding matters with the sports resulting from the Games
- Attend Post-Games evaluation meeting
  - **September 2011**

## **Qualifications**

- Strong organizational skills and able to multi-task;
- Creative problem solving and conflict resolution skills;
- Ability to work independently and as a supportive member of the Mission Staff team;

- Solid communications and people skills. Mission staff are the conduit of information between their team coaches, managers and athletes and Team Alberta Mission staff must be able to effectively communicate with Host Society volunteers, requests from coaches, athletes and parents and manage issues at the Team Alberta Mission Office at the Games;
- Strong oral and written communication skills (French is an asset);
- Able to work under pressure in a stressful environment for an extended period of time;
- Good general health;
- Alberta Class 5 Driver's License
- Comfort in a MS windows environment, MS Office software and internet experience;
- Committed to comply with the Team Alberta Code of Conduct and drug-free sport.
- Mission staff are required to go through a Criminal History Check;
- Previous experience as an athlete, coach, administrator, volunteer or mission staff in a multisport games environment is an asset;
- Ability to exercise judgment, tact and discretion, empathy, humility, a sense of humor, positive attitude, high energy, enthusiasm and dedication to the pursuit of excellence.

## Benefits

- An unbelievable experience! The North American Indigenous Games is a unique opportunity for people who love sport and above all are supportive of athletes and their pursuit of excellence.
- Opportunity to learn more about Canada Games sports. Mission staff are typically assigned one sport, one.
- Opportunity to network with other professionals in the sport and recreation system.
- Opportunity to meet people from other Provinces, Territories and the United States while experiencing multi-sport Games.
- Travel, food and accommodations costs for Team Alberta meetings, events, attendance at team camps and during the Games is
- ***Mission Staff will receive a Team BC ceremonial clothing package, pins and other benefits.***

## Mission Staff - Application Form

*All information provided is confidential and will not be released without the applicant's consent.*

**Contact Information:**

Name of Applicant \_\_\_\_\_

Organization: Title (If applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_ (fax): \_\_\_\_\_

(cell phone): \_\_\_\_\_ E-mail address: \_\_\_\_\_

- Valid Driver's License:  Yes  No      Class: \_\_\_\_\_
- I have daily access to email:  Yes  No
- Can a fax/email be sent to your workplace? Yes \_\_\_\_\_ No \_\_\_\_\_
- Best time(s) to contact you at work: \_\_\_\_\_

1. Rank your top 3 sport choices (Please note: mission staff may not be assigned their top choices)

- |                     |                 |                |
|---------------------|-----------------|----------------|
| ____ Archery        | ____ Athletics  | ____ Badminton |
| ____ Baseball       | ____ Basketball | ____ Golf      |
| ____ Rifle Shooting | ____ Soccer     | ____ Softball  |
| ____ Swimming       | ____ Volleyball |                |

2. Please list any past Games related experience: *(include past experiences as an athlete, coach, manager, official, mission staff or administration and identify the specific sport you were involved in for each experience)*

3. Why are you interested in being a mission staff member for Team Alberta?

4. What skills/experiences do you hope to achieve through this experience?

5. Please outline your previous sport, recreation and volunteer experiences?

6. What are your expectations in being a member of Team Alberta at the 2009 Canada Summer Games?

7. (c) Please attach a **résumé** with **three references**.

I understand that I will make myself available to attend regular mission staff and sport assignment meetings and that I will be available to attend the North American Indigenous Games from July 8 - 18, 2011.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_