



TITLE: Summer Student, Transportation, Security & Logistics
REPORTS TO: Manager, Transportation & Security
LOCATION: Red Deer, AB
CONTRACT TERM: May until August 2018, exact start and end dates to be confirmed

OVERVIEW

The 2019 Canada Winter Games Red Deer Host Society is looking to fill the position of Summer Student, Transportation & Security.

In February 2019, thousands of our country's best and brightest will set their sights on Red Deer as we host the 2019 Canada Winter Games. Up to 3,600 participants from across Canada, 400 media, 500 VIPs, 500 officials and thousands of visitors will join us for the two-week event. Featuring 19 sports and a major arts and cultural festival, the 2019 Canada Games will be the largest event in Red Deer's history.

The Summer Student, Transportation, Security & Logistics position will contribute to the mission of the 2019 Canada Games Host Society to deliver a life-shaping Games experience for all participants, our community, our province and our nation, which leaves a lasting legacy for athletic and leadership greatness.

DUTIES AND RESPONSIBILITIES

This role will be responsible for, but not limited to, the following:

- Assist in determining volunteer positions, descriptions and numbers required at Games time for all Transportation & Logistics sub functions
- Assist in the preparation of request for proposals and quotes as per the procurement process, including needs analysis and fact gathering around possible providers
- Assist in compiling transportation & logistics space layouts and equipment requirements at all sport and non-sport venues
- Assist in the development of role specific training (RST) for Games time volunteers
- Support the development and implementation of plans and policies for fleet vehicles, traffic control, parking, bus systems, logistical planning, asset protection, and contracted security for Games time
- Support logistical planning for airport operations and athlete equipment movement
- Assist with the creation of transportation & logistics schedules and plan routes for all Games time transportation systems
- Support the planning and scheduling asset protection and contracted security
- Assist with emergency preparedness planning
- Assist in meeting preparations
- Other duties as assigned

REQUIRED SKILLS, EXPERIENCES AND ABILITIES

- Ability to multitask, meet tight timelines and work well under pressure

- Excellent time management and organizational skills
- Work independently, as well as part of a team
- Excellent communication skills, both oral and written
- Good decision making skills
- Interpersonal skills, tact and diplomacy
- A keen eye for detail, a passion for exceeding expectations
- A “can do” attitude and willingness to pitch-in where needed
- Previous experience working or volunteering in the sport or event industry is an asset
- Working in the Google platform is an asset
- Bilingualism (French and English) is an asset

CONDITIONS OF EMPLOYMENT

- Hourly rate of \$16.00/hour
- While hours of work are 8 a.m. until 4:30 p.m., Monday to Friday, the candidate may be required to work varied hours as needed, including occasional evenings and weekends, to support the planning and delivery of the Games
- The position is funded by Young Canada Works in Both Official Languages. To be eligible to participate applicants must meet the following criteria:
 - A Canadian citizen, a permanent resident, or protected person under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada
 - International students and Temporary Foreign Workers are not eligible
 - Enrolled in, and returning to, school in the Fall
 - Is available for full-time summer employment
 - Participates in only one position during the summer
 - Not immediately related to the owners or staff responsible for hiring in the organization

Closing date is until a suitable candidate is found.

Please forward your cover letter and résumé to:
 Manager, Transportation & Security
jobs@2019canadagames.ca

Only those invited into the recruitment process will be contacted. Thank you.

