



TITLE: Summer Student, Volunteer Services
REPORTS TO: Manager, Workforce
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, Volunteer Services.

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.

As part of the Workforce Administration team, you will be required to help execute the processes needed to recruit, screen, select and schedule over 5,000 Games time volunteers. You will be helping with the data entry and management for Volunteer Services, monitoring emails and phone communications, answering questions and/or interviewing volunteers.

DUTIES AND RESPONSIBILITIES

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

- Significant data entry throughout the recruitment, screening, selection and scheduling process. Training will be provided on specific tasks within our Games management software
- Assisting in monitoring volunteer email inbox, answering questions and helping complete application forms
- Greeting applicants and helping to direct inquiries
- May be asked to participate in the interviewing team for the 2019 Canada Winter Games volunteer screening process
- May be asked to take on leadership/supervisory roles of volunteers, as time permits
- 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 with 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, Workforce

jobs@2019canadagames.ca

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

