



2023 MASTERS INDIGENOUS GAMES JOB POSTING AND DESCRIPTION

POSITION TITLE:	Volunteer Coordinator
REPORTING TO:	Abby Shirazi, 2023 MIG General Manager
HIRING ORGANIZATION:	Indigenous Sport & Wellness Ontario (ISWO)
ORGANIZATION ADDRESS:	ISWO Head Office is located at 1090 Aerowood Drive, Unit #1A, Mississauga, Ontario
CONTRACT TERM:	April 2023 – August 31, 2023
CONTRACT LOCATION:	Although this position is remotely based, the candidate must be available to attend volunteer training sessions in Ottawa in June, and attend the Games in Ottawa from August 22-28.
SALARY & BENEFITS:	\$28/hr; Games clothing kit; accommodations, meals, and transportation for Games time.
HOW TO APPLY:	Qualified applicants are invited to email their applications (resume and cover letter) to Abby Shirazi, General Manager of the 2023 Masters Indigenous Games at info@mastersindigenousgames.com , in one document with your name and "MIG Volunteer Coordinator" in the email subject line by March 31, 2023. Those candidates chosen for an interview will be contacted directly.

ABOUT THE 2023 MIG:

The Ottawa 2023 Masters Indigenous Games (MIG) is open to Indigenous Peoples, aged 19 and over, from around the world. The event will take place from August 24-27 in the nation's capital city - Ottawa; Ottawa and the surrounding region, is the traditional and unceded territory of the Algonquin Anishinaabe people, who have known and inhabited these lands for millennia.

The 4-day sport and cultural event will be a showcase of athletic achievement, rich cultural heritage of local, regional, and global Indigenous Peoples, and an opportunity to explore one of Canada's most vibrant, ethnically diverse, and beautiful cities.

The Ottawa 2023 MIG will kick off on Thursday evening with a spectacular Opening Gala, hosted at one of the premiere cultural institutions in the country. Sport competitions will begin Friday morning and run until Sunday afternoon; Canoe and Lacrosse, both traditional

Indigenous sports, will be featured in the sport competition lineup. The cultural festival will open its doors at Lansdowne Park on Friday, August 25, and feature 3 days of Indigenous artists, performers, interactive sport demonstrations, vendors, immersive cultural experiences with traditional knowledge keepers and elders, sponsor exhibits, an official 2023 MIG merchandise store, and a range of food trucks and cuisines. The cultural festival, which will be open to the public at no cost, will feature an array of award-winning Indigenous artists, performing on the main stage.

Learn more about the games at www.mastersindigenousgames.com.

Learn more about ISWO at <https://iswo.ca>.

Position Overview:

The 2023 Masters Indigenous Games (MIG) seeks an organized and motivated candidate to support the volunteer services portfolio. By working closely with functional area staff and volunteers, they will work to attract, recruit, engage, retain, orient, schedule, manage and recognize the more than 500 volunteers who will be required to support the planning and delivery of the 2023 Masters Indigenous Games. This position, reporting directly to the 2023 MIG General Manager, is an excellent opportunity for an individual with multi-sport Games or event experience, looking to build additional skills, in a unique, Indigenous centered and fast-paced Games environment, with high public visibility.

Individuals within the Indigenous community are strongly encouraged to apply.

Duties include but are not limited to:

- Coordination and delivery of all required elements for the 2023 MIG volunteer program, including:
 - Represents the 2023 Masters Indigenous Games in a positive, respectful, and enthusiastic manner.
 - Works within a functional team to accomplish the approved targets and goals within the expected timelines.
 - Consults with all functional areas of the 2023 MIG Organizing Committee, to determine their volunteer needs.
 - Supports the development of profiles and descriptions for all volunteer roles.
 - Administers the implementation of strategies and plans for volunteer recruitment, orientation, training, management, and recognition, including community outreach activities.
 - Supports the screening, interviewing, selecting, scheduling, and accrediting of all Games Volunteers.
 - Assists in the development of a volunteer handbook, orientation, training materials and other volunteer documents and communications, as needed.
 - Responds to inquiries from volunteer applicants and potential applicants.
 - Supports the volunteer registration process, including working within the volunteer database(s).
 - Assists with pre-Games events and special projects.
 - Contributes volunteer services information for final reports following the Games.
 - Ensures follow-up activities related to volunteer services take place.

- Undertakes other duties as assigned by the General Manager, relevant to the furtherance of the goals and objectives of the Games and the position.
- Creates and assigns volunteer shifts based on the needs of the Games.
- Acts as a point person for issues that arise, and manages the volunteer lounge, volunteer check-in and volunteer delegation and shift assignments during the event.
- Problem solves and identifies solutions with a priority for participant and volunteer safety and wellbeing.
- Attends and actively participates in weekly 2023 MIG meetings, while providing a weekly status update to the General Manager.
- Other duties as reasonably required.

The Ideal Candidate Possesses:

- Undergraduate degree/diploma in tourism, hospitality, business, event or sport management, or a related field of study.
- Two (2) or more years of related work experience, or a combined equivalent of education and work experience.
- Demonstrated ability to work in a highly dynamic, fast-paced, and deeply collaborative team environment, moving seamlessly between many simultaneous and competing tasks, operations, and requests.
- Ability to work collaboratively with both staff and volunteers, with strong attention to detail.
- Experience with Google Suite, databases, excel and registration programs, is an asset.
- Strong organization, planning and follow-through skills.
- Demonstrated ability to set priorities and manage multiple projects simultaneously.
- Ability to work collaboratively with a focus on attention to detail and communication of expectations.
- Energetic self-starter; takes initiative and can work with minimum direction and supervision.
- Knowledge and experience working in a non-profit, events, sports, or multi-sport Games environment is an asset.
- Experience and knowledge of Indigenous cultures considered a significant asset.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Ability to lift and carry event supplies safely (up to 25lbs).

Working Environment and Compensation:

- Full-time contract paid position beginning immediately and ending August 31, 2023.
- Compensation will be based on 37.5 hours a week at \$28.00 per hour.
- Flexibility in hours, as evenings and weekends may be required in addition to extended hours during Games time (August 24 – August 27, 2022).
- Must be willing to travel to Ottawa and stay in Ottawa, during Games time (from August 22 to August 28, 2023).
- Additional benefits include:
 - Games merchandise and clothing

- Unique games experience
- This position may lead to additional opportunities with ISWO.

This description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Coordinators may be required to perform duties outside their normal responsibilities.