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| Job title | Ontario Team Leader for Challenge and Nationals 2017/18 - Volunteer |
| Reports to | Director, Sport Operations |
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Job purpose

The Ontario Team Leaders for Challenge and Nationals are responsible to provide support to the Ontario athletes, coaches and staff for the team representing Skate Ontario at the Skate Canada Challenge and National Championships events at each stage of the competition. There will be two roles within the Skate Ontario Team Leader support group. A hotel logistics team, which will be stationed at the Ontario team hotel and an event support and logistics team, which will be stationed at the competition venue. The Ontario Team Leaders will be vital members of Team Ontario and will be engaged and visible for all the team members throughout the event.

Duties and responsibilities

Hotel Logistics Team

- Manage skater information provided at hotel location
- Liaise with Skate Ontario and/or the hotel booking company, to ensure all athletes, coaches, officials, parents have the required accommodation booked for the duration of the competitive event
- Liaise with hotel for any changes, bookings, issues relating to the event stay for all Skate Ontario persons
- Act as the first line of contact for hotel related issues
- Act as the first line of contact for the athlete/parent/coach inquiries at the hotel
- Coordinate posting of all event skating orders, schedules, bus routes and any communication notices for information purposes in the skater information area within the hotel
- Be the available resource to skaters/coaches/parents for the duration of each competitive day to provide information and assistance as required
- Coordinate the necessary provisions for the skater room (example-toaster, kettle)
- Advise event team of any skater related issues that may affect timing or competition
- Problem solve as necessary

Event Support and Logistics Team

- Act as first point of contact at the venue
- Be present at the venue during all competition
- Manage/coordinate any skater needs or information requirements at the venue
- Ensure registration of all athletes in a timely manner and advise organizing committee of any late arrivals that may affect the event
- Coordinate with athlete and coach any medical/physio appointments necessary
- Notify, athletes and coaches to media requests and accompany if required
- Deliver daily mail to the hotel logistics team for posting

- Manage any transportation conflicts for skaters/coaches by arranging special van transportation
- Assist with general skater needs when necessary
- Ensure all music is registered pre-event and picked up post-event
- Advise athletes and coaches if/when a draw occurs or if a change in schedule/timing/buses may affect a daily plan
- Manage team bag supplies
- Advise event organization if an athlete is ill or injured and unable to compete
- Ensure doping requirements are relayed to athletes and coaches
- Liaise with multiple discipline athletes and coaches to ensure schedule needs are communicated each day
- Ensure medal winners are advised of presentation times and aware of dress code
- Communicate with athletes and coaches qualifying to next event, to ensure they are aware of registration/reservation process
- Provide direct athlete and coach support in the competition venue when required
- Problem solve as necessary

Qualifications and experience

Qualifications include:

- Experience and knowledge of the competition process
- Strong organizational skills required
- Strong communication skills
- Experience working cooperatively within an organization
- Proven experience working with athletes and coaches in sport
- Proven volunteer experience in a team environment
- First aid certification is an asset

Skills and fit:

- Ability to work within a team
- Ability to perform in a fast-paced, changeable environment
- Ability to create a positive environment
- Excellent relationship building skills
- Must act as an ambassador of Skate Ontario at all times

Working conditions

- Must be available to attend Skate Canada Challenge in Montreal- Nov 28-Dec 3, 2017 and/or National Championships in Vancouver- Jan 7-14, 2018
- Must be able to work an 8-10 hour shift per day
- Vulnerable sector check required upon acceptance of a position

Please email Resume with relevant experience and Cover Letter to:

Scott Rachuk

Director, Sport Operations, Skate Ontario

srachuk@skateontario.org

CLOSING DATE: 5pm Eastern Standard Time, Oct 20, 2017

Please indicate which role and competition(s) you are applying for