



2017 North American Indigenous Games (NAIG) Host Society

Position: Intern, Volunteer Management assistant - 2017 North American Indigenous Games

Overview and Job Summary:

The Toronto 2017 North American Indigenous Games Host Society seeks a self-starter to assist with volunteer management for the 2017 Games. This internship is an excellent opportunity to experience various aspects of volunteer management in a unique and fast-paced Games environment, with high public visibility.

Primary Responsibilities:

- Assist with creating and conducting volunteer training.
- Assist in communicating with volunteers through emails, phone calls and meetings.
- Assist with developing volunteer events.
- Assist in updating volunteer FAQs and volunteer transportation plans
- During Games time act as a de-facto human resources officer and help with scheduling, and deploying volunteers to different venues as needed.
- Assist with NAIG volunteer events.

Qualifications:

Preferably working toward a post-secondary degree/certificate program/diploma or post diploma

- preferably in a related field (Sports, Events, Recreation or any field where dealing with large groups of people).
- Preferably someone who enjoys working with large groups of people, has patience and a good sense of humor.
- Must be computer literate (working knowledge of Microsoft Office suite).
- Possesses excellent written and oral communication and interpersonal skills.

Marcia Trudeau
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- Must be able to manage competing priorities and deadlines, in a fast-paced environment, with an emphasis on delivery and timelines.

Regular commitments/meetings:

- 20 hours per week
- Weekly Communications Team meeting (1 hour)

Qualified candidates will be/have:

- A commitment to the mission and vision of the Toronto 2017 North American Indigenous Games
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines
- Openness to learning and growing within the internship experience
- Background or knowledge of Indigenous cultures would be a plus

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

Location & Hours

2425 Matheson Blvd. East
7th Floor
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- Specific days and times are flexible and can be negotiated based on class schedule, etc.

Start & End Dates Available now with a minimum commitment of twelve weeks (250 hours).
(Time and place can be flexible)

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Student Benefits

This internship will allow the student to bring their classroom knowledge into a professional work setting and broaden their knowledge through hands-on application in a unique major Games environment.

- Hands-on experience to build portfolio and professional contacts.
- In-depth understanding of the volunteer management process, from planning to operational
- Understanding of Indigenous culture and broader social, political and cultural issues in relation to sport access and opportunity, within Indigenous communities across North America.
- School credit, depending on the requirements.
- Letter of reference from the Manager of Volunteers, upon successful completion of the internship program.

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