



EMPLOYMENT OPPORTUNITY

Volunteer Leads

Toronto 2017 North American Indigenous Games (2017 NAIG) Host Society

2017 NAIG Host Society Mission: *To host an Indigenous world-class multi-sport and cultural event celebrating Toronto and Ontario's diversity. Showcasing Unity, Sport, Youth and Heritage, as well as Volunteerism and Team Work between First Nations, Inuit, Métis and Non-Indigenous communities in the pursuit of Excellence for our Future Youth Leaders.*

2017 NAIG Host Society Vision: *Provide Indigenous youth with the opportunity to participate in high quality programming while allowing them to shine and inspire Indigenous Peoples of all ages and abilities to participate in sport and physical activity, and maintain a wholesome approach to health and wellness through all stages of life.*

Organizational, Indigenous and Sport Values:

Accountable, Athlete-Centered, Cleanliness, Faith, Fun, Good Child Rearing, Happiness, Hope, Humility, Inclusivity, Integrity, Kinship, Leadership, Obedience, Pride, Respect, Sharing, Sportsmanship / Fair Play, Strength, Sustainable, Thankfulness, Transparent, Ultimate Protection.

Position Overview:

The Toronto 2017 NAIG Host Society is seeking a passionate and motivated candidate to fill the role of Volunteer Lead. Reporting directly to the Manager, Volunteers, the Volunteer Lead will support volunteer recruitment, screening, and training volunteer candidates, in addition to planning and executing volunteer events and initiatives. Please note that this is a volunteer position.

Primary Responsibilities:

- Communicate with potential volunteers by phone and email to help guide them through application process.
- Assist with the screening process of volunteers. Review applications and make phone calls to verify information.
- Represent the Toronto 2017 North American Indigenous Games at events and explain the volunteer process.
- Work with the Manager, Volunteers and Coordinator, Volunteers on planning volunteer events and initiatives.
- During the Toronto 2017 NAIG, assume a senior volunteer leadership role.

The Ideal Candidate Possesses:

- Ability to coordinate and manage volunteers with proficiency in supervising events.
- Knowledge and experience in large-scale cultural events with an understanding how to successfully integrate sport and culture.
- Excellent interpersonal/networking skills and issues management/problem solving skills



- Familiarity with Microsoft Office and the confidence to manage the online volunteer registration and scheduling system.
- Superior organization skills; ability to manage complex workload, meet tight deadlines.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- A service-oriented, positive, resourceful personality, with a sense of humour.
- A highly professional image always.

Working Environment and Compensation:

- The Volunteer Lead position is an eight-month, volunteer position beginning immediately and ending July 31, 2017.
- Time commitment is 8-10 hours a month leading up to the Games and then preferably full time just before and during Games time.
- Flexibility in hours and place, as some evenings and weekends are required in addition to extended hours during Games time.
- A valid 'G' driver's license would be an asset.
- Criminal record check must be provided.
- Office is located in Mississauga, Ontario with some local travel required to events and meetings. Working from home is an option.
- Compensation – this is a volunteer role, however a small honorarium will be provided.

Qualified applicants are invited to email their applications to Admin@naig2017.to.

The 2017 Toronto NAIG Host Society is an equal opportunity employer. We thank all applicants for their interest and invite applications from Women, Indigenous People, Persons with Disabilities and Visible Minorities, however only those selected for an interview will be contacted.