

CORE V-TEAM REPRESENTATIVE

Position Title: V-Team Leader

Function Unit: Venues Operations

Interactions:

The V-Team Leader will work together with other members of the Core V-Team, the V-Team, and all appropriate planning and organizational committees needed to provide a complete venue and successful Games event.

Terms of Reference:

The V-Team Leader will work as part of the V-Team under the direction of the Sport Venues Operations Functional Lead and Assistant Functional Lead, as well as the Senior Manager responsible for Sport Venue Operations. The V-Team Leader will liaise closely with the Sport with regard to all FOP issues, as well as all other Functional Leads of the Games with respect to the NON-FOP. The role of the V-Team Leader will be to ensure effective pre-Games planning as well as coordination and operation of the competitive venue during the Games. The V-Team Leader will coordinate the development of comprehensive and realistic action plans with clear priorities in accordance to the overall Games Mission Statement. In order to do so, the V-Team Leader will need to coordinate the services of all Games' Functional Leads, while acting as a funnel to ensure effective communication is maintained between all Games' Functional Leads and any relevant specialty areas. The V-Team Leader will also act in a troubleshooting and problem-solving role at competition sites when disputes arise, with policies, procedures, and guidelines in place to assist the V-Team Leader in these situations. However, unanticipated circumstances may arise and in these instances the final decision will be made by the Functional Lead and Assistant Functional Lead of the Venues Functional Lead.

Duties & Responsibilities:

Core V-Team

Phase I – Initial Planning (2 years – 1 year out)

- Plan and coordinate the requirements of each operating unit within the given venue.
- Identify requirements for venue fit-out.
- Ongoing development of site plans.
- Identify staffing/volunteer requirements.

Expanded V-Team

Phase II – Integrated Planning (1 year Out)

- Finalize emergency plans.
- Orient and train venue specific volunteers.
- Ongoing refinement of operating plans.

Phase III – Implementation and Games Operations (4 months out till Games time)

- On-site coordinator.
- Ensure security checks are completed daily.
- Conduct pre/post daily meetings regarding last minute requirements.
- Close liaison with Venue Fit-Out & Decommissioning Rep regarding last minute requirements.
- Overall management of spectator seating, lost/found, accreditation, and volunteer groups.

Skills and Knowledge:

- Excellent written and oral communication skills.
- Excellent planning and organizational skills.
- Well-developed problem-solving skills.

2017 Canada Summer Games

- Ability to work effectively with volunteers and communicate in an appropriate interpersonal manner.
- Ability to make decisions in an efficient and effective manner in stressful situations.
- Ability to facilitate V-Team meetings in an efficient manner.

Prerequisites:

- Proven management expertise.

Reports To:

Functional Lead – Venue Operations

Time Commitment:

- **Pre-Games:** Over the two to two years leading up to the Games a number of action planning meetings will occur with the Core V-Team and facility owner (that is if the facility owner is not fulfilling the V-Team Leader position). The Core V-Team under the leadership of the V-Team Leader will carry out the planning process independently within the guidelines established by the Venues Functional Lead. Availability for monthly V-Team meetings starting one year from the Games start is required, with increasing frequency as Games near.
- **During Games:** For the duration of the Games, the Venue will generally operate 14 to 16 hours a day for the entire duration of the sport competition schedule. Availability during Games is required, including 1-2 days prior to Games for venue set-up.
- **Post-Games:** Availability 1-3 days following the completion of competition to coordinate and complete venue decommissioning. Post event Final Report as per Canada Games Council format due within one month of Games completion.