



GYMNASTICS NOVA SCOTIA

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GYMNASTICS NOVA SCOTIA 2012 NS TEAMS TO:

**ATLANTICS, EASTERNS ARTISTIC & T&T and
CANADIANS ARTISTIC & T&T CHAMPIONSHIPS**

**CHEF-DE-MISSION / MANAGER
VOLUNTEER POSITIONS AVAILABLE**

Gymnastics Nova Scotia is seeking the following volunteers for upcoming Team NS competitions:

- **Team Chef – Atlantic Artistic Championships** – St. John's, NF (April 19- 22nd, 2012)
- **Girls Team Manager – Atlantic Artistic Championships** - St. John's, NF (April 19- 22nd, 2012)
- **Boys Team Manager – Atlantic Artistic Championships** - St. John's, NF (April 19- 22nd, 2012)
- **Team Chef – Eastern Artistic Championships** – Levis, Quebec (May 10-14, 2012)
- **Girls Team Manager – Eastern Artistic Championships** – Levis, Quebec (May 10-14, 2012)
- **Boys Team Manager – Eastern Artistic Championships** – Levis, Quebec (May 10-14, 2012)
- **Team Chef – Eastern T&T Championships** – Levis, Quebec (May 10-14, 2012)
- **2 Team Managers – Eastern T&T Championships** – Levis, Quebec (May 10-14, 2012)
- **Team Chef – Canadian Championships** (Artistic and T&T) – Regina, SK (May 20-27, 2012)
- **Team Manager – Canadian Championships** (Artistic and T&T) – Regina, SK (May 20-27, 2012)

The successful candidates will be required to attend the events with the team and perform all duties as listed in this job description and the GNS Policy Manual. **The successful candidates must also have a criminal check and a child abuse check completed (current within 3 years).** These are volunteer positions and the successful candidates will have their expenses paid for the event (travel, registration, meal per diem, and accommodations).

All Chef and Manager positions will be non-coaching, non-spotting, non-judging positions for the duration of the designated trip.

Qualifications:

- experience in managing teams
- demonstrated competence in organization, planning, communication, problem solving and administration
- no coaching experience required

Duties / Responsibilities:

• Pre Event:

- work with PSO to ensure that the deadlines are met
- coordinate team travel to the events (including registration, communication, transportation, accommodations, meals, and supervision as required)
- assist as required with both technical and logistical planning
- facilitate communications between all parties involved, ensuring that all relevant information has been circulated
- act as media liaison
- assist head coaches with administrative tasks
- collect and submit team members' documentation (profiles, registration forms, waivers, etc) as per requirements and deadlines
- communicate with parents of all participants to ensure that all are aware of the competition events
- identify and work to resolve problem issues that may arise
- assist head coaches as requested

• At Event:

- chaperone / supervise athletes when necessary
- arrange for and accompany athletes to necessary medical (physio, etc.) services
- media communication
- ensure that results are sent to NS media and Gymnastics Nova Scotia following competitions
- oversee arrival / departure procedures
- ensure that van rentals are taken care of if required
- ensure that athletes' meals are arranged (boxed lunches if necessary)
- attend meetings for managers / chef-de-mission of delegation
- organize activities for off-times if necessary
- follow GNS Codes of Ethics and Conduct

• Post Event:

- submit reports, including recommendations for the future

A COMPLETE LIST OF DUTIES IS INCLUDED IN THE GNS POLICY MANUAL IN APPENDIX F: F.1 CHEF-DE-MISSION & F.2 TEAM MANAGER. THE [POLICY MANUAL](http://www.gymns.ca) IS ON THE GNS WEBPAGE (www.gymns.ca)

Interested individuals are asked to apply by sending a **cover letter and a resume to GNS. Please indicate what event(s) you are interested in.** Applications must be received in the Gymnastics Nova Scotia office by **Wednesday, February 29, 2012.**

**Gymnastics Nova Scotia, 5516 Spring Garden Rd. 4th floor, Halifax, NS B3J 1G6
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