

TO2015 Role Description – Volunteer

This is a generic volunteer position description that defines the role of a Sport Organizing Committee Chair. Each unique sport discipline participating in the sport program for the Pan/Parapan American Games will have a separate Chair and committee. Where required, there will be separate Chairs for Pan American vs. Parapan American sports. Please clearly indicate which sport and unique discipline within the sport you are interested in when making application.

Posting Number	Date Posted	Expiry Date
VSPT-01	Feb. 06/2012	Feb. 20, 2012
Role Title	Department	Location
Sport Organizing Committee Chair (Volunteer Position)	Sport and Venues	25 Dockside Dr. Toronto, ON
Time Commitment	Level	
Regular meetings Apr. 2012 – Games	Volunteer	
Reports to	Languages Required	
Director, Sport initially Sr. Manager, Sport once appointed	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French (Desirable)	<input checked="" type="checkbox"/> Spanish (Desirable) Other _____

General Accountability

Each sport on the Pan and Parapan Am Games Program requires a Sport Organizing Committee Chair who is responsible for the planning and implementation of the sport program under the direction of the Director, Sport and/or Sr. Manager, Sport. He/she will define sporting competitions and training in accordance with the requirements of International Federations (IF), the TO2015 Business Plan, the Multi-Party and Host City Agreements.

Key Role Responsibilities

- Oversee all aspects of sport planning for Pan and Parapan Am Games and test events for the respective sport (competition, training, sport equipment, scoring, timing and results)
- Act as the direct point of contact with the National and, where appropriate, Provincial Associations to ensure their input into the planning for the TO2015 Games
- Work closely with Venue Planning providing guidance about the sport and services to be provided based on IF, athlete and team official and technical officials' needs including Parapan accessibility issues if relevant
- Ensure long-term sport legacy planning is taken into consideration within venue planning
- Educate TO2015 functional areas on the specific character and needs of their respective sport
- Work with the Athlete Advisory Committee to ensure that athletes are given the highest priority and that sport remains the focus of the Games.
- Work with the workforce function and the Volunteer Advisory Committee to establish appropriate volunteer requirements for recruitment, training, on boarding and development
- Assist in recruiting other positions on sport council to help plan and deliver the sport
- Identify and resolve strategic and operational sport issues
- Communicate with Director, Sport and others as required on sport progress
- Work with other Sport Chairs of the TO2015 Organizing Committee to share best practices, where possible, to ensure efficient use of resources
- Hold meetings on a regular basis to ensure that stakeholders are kept apprised

Internal Contacts

- All operating staff on the TO2015 Organizing Committee
 - Other committees including, but not limited to, venue planning committee, technical committee, athlete advisory committee
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External Contacts

- International Sports Federations and Governing Bodies (IOC, PASO)
 - International, Federal, Provincial and Municipal Sports Organizations (IF, COC, Sport Canada, Sport Alliance of Ontario, NSOs, PSOs)
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Educational/Technical Requirements

- Extensive background in respective sport
 - International sporting event experience at an elite competition level an asset
 - Established relationship with respective IF
 - Para sport experience preferred with respective sport
 - Multi-sport Games experience an asset
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Personal Requirements

- Strong organizational and management skills
 - Excellent verbal and written communication skills
 - Able to lead and drive change
 - Highly resourceful, self-motivated, analytical problem solver
 - Experience working with both staff and volunteer resources
 - Able to achieve significant results with limited resources
 - Able to multitask and thrive in a fast paced environment
 - Able to operate at both a strategic and tactical level
 - Passionate for Games and mission of TO2015
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Additional Information and Application Procedure

Sport Organizing Committees are a fundamental part of Games preparation and execution and committee chairs require technical knowledge which is specific to the Sport. Only candidates with the required educational/technical requirements will be considered for these positions. Applications should be submitted to TO2015 clearly identifying the desired sport and discipline within the sport.

Diversity

Toronto 2015 is committed to employment equity and encourages applications from Aboriginal people, people with disabilities, members of visible minority groups and women.