



Volunteer Services Program Assistant

About Us

Halifax (Kjipuktuk) is hosting the 2023 North American Indigenous Games (NAIG 2023) July 15 to 23, 2023, we will welcome approximately 5,000 Indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. 3000+ volunteers will bring life to the celebration of Indigenous sport and culture together. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity. For more information go to www.naig2023.com.

Our Opportunity

Reporting directly to the Volunteer Services Manager the Volunteer Services Assistant will support the recruitment and training of volunteers and the promotion of NAIG 2023 to the public. This role will work internally with staff from the all Functional Areas to ensure the planning for volunteer roles meets the required needs.

Role and Responsibilities:

- Support and assist in the administration and overall delivery of the volunteer program
- Collaborate with all departments to understand the variety of volunteer functions and needs for Games Time
- Support the planning and running of pre-Games events, including front facing role to share volunteer opportunities and increase Games awareness
- Administrative support to the Volunteer Services Department including: volunteer screening and interviewing, arranging meetings, and training support
- Update spreadsheets, databases and inventories with statistical, financial and nonfinancial information
- Communication with volunteers via phone, email and text
- Administration of Games software; such as GemsPro, training will be provided, sign up or other planning software
- Other duties as reasonably required. Due to the nature of our organization, and especially during the time leading up to, and during the actual Games, all staff will be required to act in capacities beyond their formal job description

Qualifications

- Interest and excitement about the Games, large scale events and working with people with a variety of different worldviews and experiences
- Ability to communicate effectively in-person, on the phone, and by email



- Some education or equivalent experience in Administration, Culture, Sport/Recreation, Human Services, Business or Health
- Experience as a volunteer, experience as a lead/supervisory volunteer considered an asset
- Additional language skills (French and/or Indigenous languages) considered an asset
- Experience working with Mi'kmaq/Indigenous communities and organizations; considered an asset

Working Conditions

- **Anticipated start date:** January 9, 2023
- Flexibility in hours, as there will be expectation for some evenings and weekends required
- Ability to work in-person
- Satisfactory criminal record check and Child Abuse Registry Check must be provided prior to the commencement of the contract
- Own reliable transportation required, including a valid Class 5 license is considered an asset

Work Status:

Temporary full time up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$35,000

Closing Date:

Applications will be received until midnight Thursday December 8, 2022

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the recruiter when invited to the recruitment process.

**2023 JEUX
AUTOCHTONES**
de l'Amérique du nord
HALIFAX · NOUVELLE ÉCOSSE



North American
**INDIGENOUS
GAMES 2023**
HALIFAX · NOVA SCOTIA

To apply or any questions regarding this position can be directed to:
careers@naig2023.com

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.