



Canadian SportWORKS Officer (CSO) Position Description



Terms of Placement:

Title: Canadian SportWORKS Officer (CSO)

Reports to: Manager of International Programs, Commonwealth Games Canada

Duration: January – December, 2013. (Must also be available for training: Dec. 12-14, 2012)

Background:

The Capacity Support Program (CSP) is a joint initiative between the Commonwealth Games Federation and Commonwealth Games Canada designed to build and enhance the capacity of Commonwealth Games Associations (CGAs) / National Olympic Committees (NOCs). The program aims to build organizational capacity through internship placements of Canadian SportWORKS Officers (CSOs), who assist the host CGAs/NOCs with sport administration activities including: marketing and communications, office and governance, membership relations, sport development and games team preparations.

Key Tasks / Projects:

The CSO will assist a host CGA/NOC in building capacity through training, advice, guidance, mentorship, coaching and support within the areas of need identified by the host organization. The key tasks and projects may be focused on one or several of the areas of need listed below. Please note that key tasks and projects are listed as a guide only, and are contingent upon the unique needs of each host CGA/NOC.

Games & Sport Development
Games Preparation (eg. accreditation, team uniforms)
Implementation of Zeus (eg. Zeus help/support)
Education and Public Awareness (eg. Anti-doping education, Sport Summit)
IOC Programs & Events (eg. Olympic Academy development, Olympic Day Run)
Grassroots/Community Sport Development (eg. coaching/ club programs)
Other projects as identified by the host organization
Marketing & Communication
Sponsorship & Fundraising (eg. proposal development, fundraising events)
Grant Opportunities (eg. grant applications)
Communications (eg. website, social media, newsletter)
Brand Development
Other projects as identified by the host organization
Membership
Relationship Building (eg. government relations)
Athlete Relations (eg. Athlete Commission)
National Affiliate Relations (eg. membership contact database)
Other projects as identified by the host organization
Office & Governance
Office & Administrative Functions (eg. office technology, email systems, records management)
CGA Policy (eg. athlete selection criteria)
Reporting (eg. monitoring, debrief processes)
Other projects as identified by the host organization



Canadian SportWORKS Officer (CSO) Position Description



Eligibility Requirements:

- Post secondary education in the field of Sport Management, Sport Administration, Health, Physical Education, Kinesiology, Human Kinetics, Recreation or related experience
- Passion for sport, multisport Games, international development and travel
- Flexibility, creativity, compassion, understanding and patience
- Canadian citizen or landed immigrant
- Proficient in Microsoft Word, Excel, Access and Internet Explorer

Desired Skills / Experience:

- Event management and strong attention to detail
- Website development and management
- Excellent interpersonal skills and an ability to interact with a wide variety of stakeholders
- Excellent administrative and report writing skills
- Ability to motivate others and to impart knowledge through 1:1 sessions or through group training sessions
- Ability to work unsupervised and remain self motivated
- Working with diverse populations including: age, gender, ethnicity and socioeconomic status

CSP 5 Host Organisations:

The host CGAs/NOCs for the Capacity Support Program in 2013 are:

- Anguilla Commonwealth Games Association
- Antigua and Barbuda Olympic and Commonwealth Games Association
- Botswana National Olympic Committee
- British Virgin Islands Olympic Committee
- National Amateur Sports Association of St Helena
- Northern Ireland Commonwealth Games Council
- St Vincent and the Grenadines National Olympic Committee
- National Olympic Committee of Zambia



Canadian SportWORKS Officer (CSO) Position Description



FAQs

1. **Are these placements paid positions?**

CSO placements are volunteer positions, however, CGC will cover the cost of the airfare from Canada to the host country, overseas medical insurance, vaccinations (up to a maximum of \$350), and a modest monthly living allowance that will cover rent, food, local transportation and incidentals. In addition to living expenses, CGC will cover the costs associated with the CSO Training Pathway. *Please note that any additional expenses (ie. Student debt payments, personal travel, entertainment) are the responsibility of the Officer.*

2. **What time commitment is asked of me?**

CSP 5 CSOs are required to come to Ottawa for Pre-Departure training, tentatively scheduled for Dec. 12 -14th, 2012 in Ottawa. Departure to host country will be approximately January 11th, 2013, with return to Canada scheduled for December, 2013. **Applicants must be able to commit to the full 11 month placement. Placement duration is not flexible and only those who can fully commit should apply.**

3. **Can I choose which country I am placed in?**

You can identify which of the available placement opportunities you are interested in applying for. Ultimately, however, successful candidates will be placed based on their skills / experience match with each host country's needs. While you may apply for as few or as many placements as you wish, please note that applicants who apply for multiple positions will be viewed favourably.

4. **Do I have to graduate before I begin my placement?**

You must be able to prove that you have successfully completed all the course requirements for your degree before the pre-departure training; you do not have to have completed the commencement ceremony.

5. **What are you looking for in applicants?**

Successful applicants in the past have had:

- a passion for sport at all levels and an interest in applying their passion and knowledge in an intercultural context;
- international experience (time spent abroad for work, study, travel);
- a diverse sport background, including experience as an athlete, coach, official, administrator, etc.;
- a flexible, easygoing attitude with a willingness to work hard for a year abroad to make the most of this unique opportunity.

6. **What is Zeus?**

Zeus is an online Games management system currently being used by CGAs/NOCs around the world. Zeus is a web-based platform that streamlines all Games Team preparations, including accreditation, stakeholder communications, team uniforms, travel, housing, etc. One of the primary objectives of CSP is to implement Zeus within each host organisation. CSOs will receive Zeus training that will enable them to train host country representatives on its use.



Canadian SportWORKS Officer (CSO) Position Description



7. **Where does the Capacity Support Program fit within Commonwealth Games Canada (CGC)?**
CSP is part of CGC's SportWORKS initiative, which sends Canadian sport leaders into Commonwealth countries throughout the world to deliver sustainable sport programs and build sport system capacity. SportWORKS prides itself on "Making a Difference and Becoming Different." The Capacity Support Program aims to not only assist CGAs/NOCs, but also to make a difference in the lives and careers of CSOs.

To apply, please submit the following:

1. **Cover Letter:** As part of your cover letter, please address the following:
 - a. Which of the above placements you are interested in applying for. While you may apply for as few or as many placements as you wish, please note that applicants who apply for multiple positions will be viewed favourably.
 - b. Your involvement in sport (as athlete, coach, official, volunteer, administrator, etc)
 - c. Your international experience (work, study, travel, etc)
2. **Current Resume:** Must include two (2) references including both phone and email contacts.

Applications are due by **Sunday, September 30th at 23:59 Eastern Time**. *Only serious applicants, committed to fulfilling an 11-month placement, need apply.* Please submit applications to:

Colin Whitmee
Manager of International Programs / Agente de programmes de stages internationaux
Commonwealth Games Association of Canada / Association Canadienne des Jeux du Commonwealth
colin@commonwealthgames.ca
120 - 2255 Boul St. Laurent Blvd.
Ottawa (Ontario) K1G 4K3
Tel: 613-244-6868 x 228
Fax: 613-244-6826