



EMPLOYMENT OPPORTUNITY (Paid Internship)

Games Operations Intern

Masters Indigenous Games 2018 Toronto

Masters Indigenous Games 2018 Mission: To host an Indigenous world-class multi-sport and cultural event celebrating Indigenous diversity. Showcasing Unity, Sport, Community and Culture, as well as Volunteerism and Team Work between First Nations, Inuit, Métis and non-Indigenous communities in the pursuit wellness for all Indigenous peoples.

Masters Indigenous Games 2018 Vision: The Masters Indigenous Games provides Indigenous adults, 20 and over, the chance to compete in sport competition with their peers. The Games encourage individuals to be active, with the awareness that competitive sport can continue throughout life, contributing to the increased health and wellness. The Games are also a platform to celebrate the unique cultures of Indigenous Peoples from around the world.

*****Please note that as this position is funded through the Canada Summer Jobs program, all candidates must be between the ages 18 to 29 years, and a full-time student intending to return to their studies in the next school year.***

Position Overview:

The Aboriginal Sport and Wellness Council of Ontario (ASWCO) seeks a dynamic, self-starter to assist with the Games operations / logistics delivery for the Masters Indigenous Games 2018. This position is an excellent opportunity to experience the various aspects of an international sporting and cultural event, in a unique and fast-paced Games environment, with high public visibility.

Individuals within the Indigenous community are strongly encouraged to apply.

Duties include but are not limited to:

- Assist in planning and implementation of Games (sport and cultural programs) operations;
- Working with MIG 2018 staff and contractors, ensuring all necessary Games assets are procured.
- Assist in coordinating Games logistics; including but not limited to equipment delivery, overlay, venue set up, etc.
- Assist in preparation of materials and documents to support the Operations and Logistics team;
- Manage Games Operations volunteers.

The Ideal Candidate Possesses:

- A commitment to the mission and vision of the Masters Indigenous Games 2018.
- Excellent written and verbal communication skills.
- Previous experience in event management of one or more of the MIG sports considered an asset.
- Self-motivated, detail-oriented with strong written, verbal, and organizational skills.
- Excellent computer skills with experience in Microsoft Office.
- The ability to work independently and with others.
- Dependability, flexibility, and ability to maintain confidentiality.
- The ability to work well under pressure and meet deadlines.
- Openness to learning and growing within the work experience.

Ideal candidates will be detail-oriented, organized and creative, possessing a professional work ethic while enthusiastic to gain new knowledge.

Working Environment and Compensation:

- Full-time paid internship position beginning immediately and ending July 31, 2018.
- Compensation will be based on 30 hours a week at \$18.00/hr.
- Flexibility in hours, as evenings and weekends may be required in addition to extended hours during Games time (July 12-15, 2018).
- Some lifting of light equipment (tables, chairs, etc.) may be required.
- Office is located in Mississauga, Ontario with some local travel required to events and meetings.
- Additional benefits include:
 - Games merchandise and clothing.
 - Letter of Reference.

This description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Assistants may be required to perform duties outside their normal responsibilities.

ASWCO Head Office Location:

1090 Aerowood Drive, Unit #1A
Mississauga, ON L4W 1Y5

How to Apply:

Qualified applicants are invited to email their applications to admin@mastersindigenousgames.ca, in one document with your name and "Games Operations Assistant" in the email subject line. The position will remain posted and open until filled.