

Team New Brunswick - 2011 Canada Winter Games Volunteer Opportunity - Chef de Mission

The New Brunswick Aboriginal Sport and Recreation Authority (NBASRA) are seeking an enthusiastic and experienced volunteer to serve as the Chef de Mission for Aboriginal Team New Brunswick at the 2011 North American Indigenous Games. The Chef will play a key role with Aboriginal Team New Brunswick leading to the Games in Milwaukee, Wisconsin, USA that take place from July 10 to 17, 2011.

The Chef de Mission will help lead Team New Brunswick's contingent of approximately 80 athletes, coaches, managers, and mission staff working closely with, and supported by, the NBASRA and the Aboriginal Team NB Coordinator. The Chef de Mission will work with and lead a team of Mission Staff who support Aboriginal Team New Brunswick in its preparations, performance and overall North American Indigenous Games experience.

The Chef will be responsible for team building, providing direction, speaking at various functions, responding to media inquiries and assisting with problem solving. The ideal candidate will have proven leadership capabilities, an accomplished sport background. The ability to communicate effectively in English is a requirement.

Although this is a volunteer position, all related travel expenses will be covered by the New Brunswick Aboriginal Sport and Recreation Authority. If you are interested in being considered for this exciting opportunity, please forward a covering letter and resume outlining related skills and experience by February 19, 2010 to:

Aboriginal Team New Brunswick - 2011 North American Indigenous Games
New Brunswick Aboriginal Sport and Recreation Authority
c/o Kelvin Simonson
55 Church Street
Eel Ground First Nation, NB, E1V 4E6
or by e-mail to pat.bernard@nbapc.org

Questions or inquiries about the position may be directed to:
Pat Bernard, NBASRA Chairperson 506-999-1105 or pat.bernard@nbapc.org



2011 Canada Winter Games Team New Brunswick Roles and Responsibilities Chef de Mission – Volunteer

Experience and Qualities

- Proven leadership experience (i.e. in sport)
- Understanding of the Team NB program and North American Indigenous Games movement
- Understanding of Aboriginal culture
- Ability to communicate effectively in English
- Superior skills in the area of team building and management
- Ability to successfully prepare and deliver verbal and written communications
- Outgoing, team player, motivator, role-model

Selection Process

The Chef de Mission is selected through an application and interview process.

Roles and Responsibilities

- The Chef is an active participant and an enthusiastic supporter of Aboriginal Team New Brunswick
- Provides leadership, teambuilding and is involved in setting the tone and vision for the team
- Serves as the Aboriginal Team NB spokesperson
- Works to strengthen partnerships with the New Brunswick sport community
- Builds relationships with Aboriginal Team NB participants leading up to Games by meeting and supporting teams at training sessions and competitions
- Attends Host Society Chef de Mission Meetings
- Participates in Mission Staff selection
- Provides leadership and support for the orientation and training of Mission Staff
- Provides leadership and supports the organization of Aboriginal Team NB meetings with Coaches, Managers and Mission Staff
- Leads award nomination processes (Flag bearers)
- Ensures recognition of Aboriginal Team NB members (volunteers, medalists and overall Team performance and participation)
- Represents Aboriginal Team NB at ceremonial and other functions
- At-Games the Chef is involved in leading daily Mission meetings, attending Chef meetings, is the spokesperson for the team, is present at the venues and team functions, and is involved in daily summaries with the Core Management Group
- Post-Games the Chef provides briefings to appropriate Department leaders and works with staff to ensure proper evaluation and learning's going forward are captured and shared
- Submits a final Chef de Mission report

*The Chef may also take on additional roles based on interest, expertise and availability

Staff Support

The Chef receives support and guidance from the New Brunswick Aboriginal Sport and Recreation Authority and Aboriginal Team New Brunswick Coordinator.

Power of Decision

The Chef de Mission has sufficient authority necessary to carry out his/her duties in accordance with the job description. The New Brunswick Aboriginal Sport and Recreation Authority have final approval on all major operational and administrative matters.