



# ORIENTEERING C A N A D A

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## COURSE D'ORIENTATION C A N A D A

### **Team Manager at the 2018 World Orienteering Championships**

We are looking for individuals to assist with the administration and on-site logistics relating to Canada's participation at the [2018 World Orienteering Championships](#) (WOC) in Latvia. This role gives you insight into high-level, international orienteering, the opportunity to travel to unique destinations, and allows you to connect with and provide valuable support for our elite orienteers.

The Team Manager will work closely with the WOC Coach and the High Performance Committee.

#### Qualifications:

- Good communication skills both individually and within a group
- Well organized, detail-oriented and an ability to track and meet deadlines
- Familiarity with international, high-level orienteering competitions is an asset
- May be required to complete a criminal background check

#### Responsibilities include:

**Leading up to the events:** booking accommodation, registering athletes for events on Eventor, organizing transportation logistics, coordinating event entry payment with the Orienteering Canada Treasurer, gathering travel information from athletes and other associated tasks.

**On-site assistance:** attending team meetings and communicating information to athletes, coordinating day-to-day team logistics, assisting with social media and communication related tasks and other associated tasks.

**Follow-up:** Working with Orienteering Canada's Treasurer to finalize event finances, contributing to post event debrief.

#### Remuneration:

- This is a volunteer position.
- Your entry fee (as a team official) to WOC as well as your accommodation expenses (for the pre-event training period and the event) will be covered by Orienteering Canada. You will also receive \$750 towards your travel expenses.

You will be required to sign an agreement with Orienteering Canada indicating that you will abide by all Orienteering Canada policies and procedures.

If you are interested in this volunteer position, please send an email to [hpp@orienteering.ca](mailto:hpp@orienteering.ca) by **January 15, 2018** indicating your interest in the WOC Team Manager role. In the email, briefly outline your background which makes you suitable for this role.