

# VOLUNTEER OPPORTUNITY

## ADMINISTRATION DEPUTY CHIEF

### SJA 2017 INVICTUS GAMES TASK FORCE

POSITION LOCATION: Toronto, ON

POSITION TYPE: Volunteer - 8 Months (February 2017 to September 2017)

POSTING DATE: January 23, 2017

#### POSITION REQUIREMENTS:

- Strong Leadership attributes
- Familiar with SJA Policies and Procedures
- Knowledge of schedule development
- Knowledge of needs assessment and planning
- Volunteer and Resource management
- Skill to implement new initiatives
- Strong written and verbal communication skills
- Information Technology skills
- Sound budget planning
- Having a position of responsibility in SJA with Supervisory experience is a benefit

#### POSITION FUNCTION:

- To assist the 2017 Invictus SJA Administration Chief with administrative planning for Toronto 2017 Invictus Games and support to the SJA Operational Plan for the Invictus 2017 Games. This will include assisting with budget, memorandums for understanding, volunteer scheduling, and internal communications as "required to support the Operations Plan for Toronto 2017 Invictus games". Solid team work within your own team and other sectors is key to the overall success and planning of the Toronto 2017 Games effort for St John in Ontario.

#### POSITION DESCRIPTION:

- Through regular communication and interaction, assist the Invictus Administration Chief and the associated Sector Chiefs with:
  - Assisting to prepare the Budget requirement to deliver the SJA Operational Plan for Toronto 2017 Games.
  - Assisting in the preparation of any required Memorandums of Understanding for the deliver the SJA Operational Plan for Toronto 2017 Games
  - Assisting to prepare the Volunteer Schedules, to provide coverage for the SJA Operational Plan for Toronto 2017 Games.
  - Assisting with the preparation and delivery of all internal communications required for the event.
  - Assisting to provide Administrative support to the Council SJA 2017 Invictus Games operation.
- Actively participate as a member of the Invictus Task Force for the overall planning and implementation of all Invictus Games activities.
- As a benefit, successful candidates will have the opportunity to improve their own professional development within their field of expertise while experiencing energy surrounding this event. This event will increase your own level of confidence and ability to manage large complex activities while meeting volunteers from other regions

#### GENERAL:

This role does not require you to hold MFR qualification, but this would be beneficial to the overall operation. You will be expected to attend meetings (typically in Toronto). You will be required to have successfully completed the (on-line) IMS100 training.

Please submit resumes via email to [invictus@on.sja.ca](mailto:invictus@on.sja.ca) by February 3, 2017.

[sja.ca](http://sja.ca)



St. John Ambulance

