

# VOLUNTEER OPPORTUNITY PLANNING 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 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 Invictus Planning Chief with the operational planning for Toronto 2017 Invictus Games and planning support to the execution SJA Operational Plan for MFR support. This will include identification and planning for equipment, communications equipment, transport, and fleet assets identified as "required to support the SJA Operations Plan for Toronto 2017 Invictus games". Solid team work within your own team and other sectors will be 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 Planning Chief and the associated Sector Chiefs with the:
  - Needs Assessment for MFR Equipment required for the games, including both Stationary and Mobile assets.
  - Needs Assessment for Volunteer Personal to support MFR and non MFR Games related activities.
  - Needs Assessment for Communications to support SJA Games activities during deployment.
  - Needs Assessment for Volunteer transportation needs and overall fleet requirements to support MFR and non MFR deployment.
  - Development of the Operation Plan for the Games.
  - Development of specific training to deliver the SJA Operation Plan for Toronto 2017 Games
  - Development of the de-mobilization plan.
  - Maintenance of operational effectiveness, through facilitation, problem solving, and support.
- 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

