



2019 LABRADOR WINTER GAMES

P.O. Box 220, Station "C"
Happy Valley-Goose Bay
Labrador, A0P 1C0

2019 Labrador Winter Games Director

The 2019 Labrador Winter Games Board of Directors is seeking a dynamic and hardworking individual to fulfill the role of Games Director for the upcoming Labrador Winter Games in March 2019.

Job Duties:

This position requires the candidate to assist in the planning, development, delivery, coordination and evaluation of the 2019 Labrador Winter Games in Happy Valley-Goose Bay, March 2019. The Games Director oversees office and administration matters, such as the establishment and supervision of the Games Headquarters, such as the acquisition and maintenance of computer hardware and software, general office operations and procedures, and storage areas. Under the Direction of the Games Chairperson, manages and supervises staff including accountability, job performance, conflict resolution, appointments, resignations, leave, etc.; Ensures effective financial management of the Games; Coordinates activities with designated community representatives throughout Labrador and ensures information regarding the Games is communicated to designated community representatives; Assists the Management Committee in raising all additional funds (beyond the \$500,000 operating grant provided by the Government of Newfoundland and Labrador) required to plan and implement the Labrador Winter Games; Assists the Management Committee in the design and adoption of the budget and devises plans and policies for monitoring all revenues and expenditures to stay within that budget; Works with committees to ensure progress; Assists volunteers in meeting deadlines critical to a coordinated Games preparation; Identify a reporting and communications strategy and follow-up to ensure a coordinated "TEAM" approach; Advises the Chairperson and Board of Directors on all matters pertaining to the operation of the Games.

Qualifications:

The successful candidate must demonstrate well developed communication, organizational, and analytical skills and be able to demonstrate sound and independent judgment and initiative. The Games Director should have the ability to manage budgets and ensure effective financial administration of the Games. The incumbent should possess strong leadership skills and the ability to collaboratively foster partnerships with communities throughout Labrador as well as with appropriate governments and agencies. Background/experience in recreation and sport would be an asset for this position. Qualifications for this position would normally be acquired through a relevant university degree or a combination of education and experience in project management.

Closing Date: July 25, 2018

Salary: \$80,000 (one year contract)

Applications may be e-mailed to gamesdirector@labradorwintergames.ca or dropped off at 21 Broomfield St., Happy Valley-Goose Bay (Attn: Labrador Winter Games)