**Job Title: Chair, Participant Registration**

**Reports to: Director, Registration and Results**

**Portfolio: Administration**

**Scope of Position**

The Chair, Participant Registration will support the Director by setting up and monitoring the Games Management System, which will track participants, coaches, special VIP’s, technical officials, volunteers, accommodations, accreditation and results.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Develop a plan for the set up and operation of the Alberta Games Event Management System in cooperation with the Alberta Sport Connection. Add database corrections and new entries after registration deadline. Produce accreditation tags. Assign accommodation in database. Generate registration reports and information.
* Work with Alberta Sport staff with registration changes.
* Determine equipment and supplies required and arrange to obtain. Set up and dismantle equipment.
* Determine facilities, equipment and supplies required and arrange to obtain.
* Develop a detailed committee budget for approval.
* Develop related policies and procedures for approval.
* Ensure plans are implemented within the approved Games budget, timeline, policies and procedures.
* Determine number of committee volunteer required. Recruit, register, train, schedule and supervise volunteers.
* Liaise with other committees.
* Coordinate the activities of the committee in cooperation with the Alberta Sport Connection and the Games staff.
* Attend committee meetings as required.
* Prepare a final report.

**Qualifications**

* Be self-motivated and goal oriented.
* Superior communications, interpersonal, writing and organization skills.
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience and demonstrated success in organizing committees and volunteers.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage donors, volunteers and community organizations.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Ability to work in a loud environment.
* High-stress, fast paced environment.