**Job Title: Chair, Portable Equipment & Facilities**

**Reports to: Director, Facilities**

**Portfolio: Operations**

**Scope of Position**

The Chair, Warehouse & Distribution will support the Director by developing plans, identifying and coordinating the distribution, setup and removal of all portable equipment and facilities, and maintenance of same.

Term: Feb 2018 – Feb 2020

**Key Competencies**

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

**Responsibilities**

Key Responsibilities:

* Develop plans for approval.
* Identify portable equipment and facilities required by all committees.
* Secure portable facilities and equipment required.
* Coordinate the distribution, setup and removal of all portable equipment and facilities.
* Maintenance of facilities.
* Develop related policies and procedures for approval.
* Determine facilities, equipment and supplies required and arrange to obtain.
* Develop a detailed committee budget for approval.
* Ensure plans are implemented within the approved budget, timeline, policies and procedures.
* Determine number of committee volunteers 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**

* Minimum 5-year warehouse/distribution background in a leadership, planning role.
* 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.