



**Mississauga
2022**

Ontario
Summer Games
Jeux d'été
de l'Ontario



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Ontario
Parasport Games
Jeux Parasport
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2022 Ontario Parasport and Summer Games Volunteer Roles and Descriptions

General Information

Please note that positions may change or be removed closer to the games dates depending on the required needs at that time.

No Preference - If most of the below roles are in your wheelhouse of interest, you can select “No Preference” and we will place you where we need you most. Selecting this option means you are willing and able to be placed anywhere and do any position.

Registration and Administration:

Accreditation Pass Pick Up/Distribution

- *18 years of age or older*
- Excellent customer service and public relations skills.
- General computer knowledge.
- Ability to sit for long periods and perform repetitive motions.
- Fluency in English is required and fluency in French is considered an asset.
- Ability to lift 15 lbs for short periods of time.
- Support Registration & Admin team with the verification and recording of information related to volunteer/coach/trainers/participant/dignitary accreditation passes in the games management software.
- Upon completing the necessary verification requirements, support the Registration & Admin Team with dispensing the accreditation passes to the appropriate recipients.

Participant Gift Bag Prep

- *16 years of age or older*
- Ability to work as a team player and work with little supervision.
- Ability to sit or stand for long periods and perform repetitive motions.
- Ability to lift 20 lbs consistently.
- Moving and sorting the gifts/materials to various stations.
- Assembling the various gifts/materials into supplied bags.
- Organizing assembled bags/packages by participant categories and box or package for distribution as needed.
- Other related tasks



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Opening Ceremonies:

Opening Ceremonies Event Support/Parade Marshall Volunteer

- *16 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Answering in-person customer inquiries.
- To support a positive customer experience by directing customers to appropriate staff/resources/locations for resolution.
- Ceremonial duties, marshalling athletes.
- Monitor crowd.
- Hold opening ceremony flags.
- Ushering people to seats.
- Participant bus unloading and loading.

Opening Ceremony Event Lead Volunteer

- *18 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Must have a general overall knowledge of the 2022 Games in order to offer assistance .
- Answering in-person customer inquiries
- Marshalling athletes in and out of ceremony
- Directing customers to appropriate staff/resources for resolution
- Monitor crowd
- Hold opening ceremony flags
- Floating & other related tasks

Accommodations:

Hotel Accommodations

- *18 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Support Accommodation Team with welcoming duties such as answering in-person guest inquiries; providing general Games and accommodation information; directing guests to appropriate resources; to support a positive guest experience, referring guest enquiries to the appropriate staff for resolution; support Transportation Team with directing guests to appropriate shuttle services for Games events/venues; other related tasks.



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Environment:

Waste Sorting Assistant

- *16 years of age or older*
- Have a general understanding of waste sorting at the Region of Peel.
<https://www.peelregion.ca/scripts/waste/how-to-sort-your-waste.pl>
- May be required to lift up to 25 lbs.
- Proper closed toe shoes required. Non slip is preferred but not required.
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Support the Environment Team with waste sorting station setup and clean up.
- Ensure that waste is separated in the correct category as per information provided from the Environment Team (i.e. garbage, recycling, and organics).

Events:

Event Activation Volunteer

- *16 years of age or older*
- Must be able to lift at least 25 lbs.
- Must wear the appropriate safety footwear.
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support Events Committee with welcoming duties such as answering in-person customer inquiries; directing customers to appropriate staff/resources; a positive customer experience, referring customer enquiries to the appropriate staff for resolution; other related tasks.
- Support staff with Games set ups and tear downs.

Food Services:

Food Services Ambassador

- *16 years of age or older*
- Proper closed toe shoes required. Non slip is preferred but not required.
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Support the Food Service team with check in.
- Hand out or serve standard buffet items for lunch, dinner and at various times throughout the games.
- Clean tables and reset for next meal period.
- Direct athletes, coaches, volunteers etc. to the garbage and recycling sorting station.



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Logistics:

Logistics Volunteer

- *16 years of age or older*
- Must be able to lift at least 25 lbs.
- Must wear the appropriate safety footwear.
- Excellent customer service and public relations skills.
- Experience working in a pool and/or arena would be an asset.
- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff with Games set ups and tear downs.
- Ensure a clean environment at all times by supporting Games staff with cleaning duties such as litter pick up, trash collection etc.

Parking Attendant

- *18 years of age or older*
- All locations are outdoors and physical labour such as lifting approximately 25 pounds and standing for long periods of time in a variety of climatic conditions may be required.
- Must wear the appropriate safety footwear.
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff with parking lot preparation, managing parking lots, and directing traffic.
- May be rotated throughout role at venue/s
- Support staff with Games set ups and tear downs.

Security:

Accommodations Monitor Volunteer

- *18 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff and coaches/managers with monitoring hallways ensuring authorized participants remain in rooms once designated curfew time is reached.
- Support staff by monitoring that only individuals who are wearing the proper accreditation badges can access the "athletes Village"
- Inform security/staff of anything that would impact the security and safety of the games such as participant/spectator behaviour, improper or no accreditation etc.

Sport Venue Monitor Volunteer

- *18 years of age or older*
- Excellent customer service and public relations skills.



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- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff with monitoring access to “participant only” areas helping to ensure their safety and the smooth operation of the Games.
- Support staff by monitoring that only individuals who are wearing accreditation badges can access the correct area/zone based on the permissions assigned to their accreditation.

Stage Monitor Volunteer

- *18 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player and work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff by monitoring the stage and surrounding area ensuring only individuals who are wearing accreditation badges can access the stage/stage area based on the permissions assigned to their accreditation.
- Support staff in monitoring the stage and surrounding area to help safeguard the participants, guests, speakers, performer’s equipment etc.

Sports:

Overview

Parasport Games: 5's Soccer, Sitting Volleyball, Sledge Hockey, Boccia, Goalball, Wheelchair Basketball, Wheelchair Tennis, Athletics.

Ontario Summer Games: Basketball, Rugby, Soccer, Softball, Beach Volleyball, Volleyball, Archery, Box Lacrosse, Field Lacrosse, Athletics, Canoe Kayak Sprint, Field Hockey, Table Tennis, Hockey (W), Golf, Baseball (M), Triathlon

Minor Officials – Judge

- *18 years of age or older*
- Excellent customer service and public relations skills such as good listening skills, ability to stay calm in a high pressure role, ability to communicate clearly, and willingness to learn.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location’s needs.
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Support staff with Judge/Goal Judge/Line Judge duties for one or more of the sports mentioned above.
- Duties may include one or any combination of examples such as maintain game flow, indicate when a goal/point is scored, record the position of finish, minor officiating etc.

Minor Officials – Time/Score

- *18 years of age or older*
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Excellent customer service and public relations skills.



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- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location's needs.
- Support staff with Time Keeper/Scorekeeper/Shot Clock/Game Clock/Live Scorer/Score Results/Errand Runners duties for one or more of the sports mentioned above.
- Duties may include one or any combination of examples such as working score boards/charts, time keeping, score keeping, shot clock, logging statistical information (goals/points, timeouts, substitutions, fouls, score sheets, team rosters, results board etc.), general errands (water supply for officials, taking score cards to coordinator/control area).

Sport Ambassador – Announcer

- *16 years of age or older*
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Excellent customer service and public relations skills.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location's needs.
- Support staff with announcing duties for one or more of the sports mentioned above.
- Duties may include one or any combination of examples such as announce teams and players, scores, races & games information and bulletins etc.

Sport Ambassador

- *16 years of age or older*
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Excellent customer service and public relations skills.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location's needs.
- Support staff with Registration/Greeters/Team Liaisons/Silence Monitors duties for one or more of the sports mentioned above.
- Duties may include one or any combination of examples such as assist teams on and off field to change rooms and buses, transfer equipment, monitor silence, guide people to seating, registration and payment etc.

Operations – Field of Play

- *16 years of age or older*
- Must be able to lift at least 25 lbs.
- Must wear the appropriate safety footwear.
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Excellent customer service and public relations skills.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location's needs.
- Support staff with Set-up & Take-down/field of Play Maintenance for one or more of the sports mentioned above.



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- Duties may include one or any combination of examples such as setting up goals, targets, tables, chairs canopies; check lines; tidy benches; be available as floater; manage physical area keeping in excellent playing condition; etc.
- Ensure a clean environment at all times by supporting Games staff with cleaning duties such as litter pick up, trash collection etc. for each sport area/field of play.

Operations – Runner

- *16 years of age or older*
- Must wear the appropriate footwear.
- Knowledge of various sports rules/regulations and sport specific rules/regulations an asset.
- Excellent customer service and public relations skills.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the sport/location's needs.
- Support staff with Ball Runner/Retriever/Arrow Runner duties for one or more of the sports mentioned above.
- Duties may include one or any combination of examples such as ball retriever behind goals, maintain courts, replenish water, update results, retrieve arrows, move targets and equipment as needed, rotate game balls, etc.
- Ensure a clean and safe environment for athletes at all times by supporting Games staff with cleaning duties such as litter pick up, trash collection etc. for each sport area/field of play.

Transportation:

Transportation Volunteer

- *16 years of age or older*
- Excellent customer service and public relations skills.
- Ability to work as a team player also work with little supervision.
- Shift hours may vary based on the facility needs.
- Support staff by ensuring that the athletes and coaches know the areas & times where they are to board, un-board and re-board a City bus or shuttle vehicle.
- Support staff by assisting the athletes/coaches with the boarding and un-boarding of City Buses and shuttle vehicles.

Volunteers Services:

Volunteer Champion

- *18 years of age or older*
- Must have a general overall knowledge of the 2022 Games in order to offer assistance
- Excellent customer service and public relations skills .
- Ability to work as a team and work with little supervision.
- Act as the Volunteer PMR



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- Support staff with the coordinating/overseeing of games volunteers with tasks such as volunteer check in/out, directing volunteers to their posts.
- Act as a liaison for venue leads, games committee leads, the volunteer committee and Games Headquarters.
- Troubleshoot any challenges that may arise and report to the volunteer committee lead at their location.

Medical Services:

Overview

This area oversees the medical care for athletes, managers and coaches at the main Polyclinic and at Sport Competition Venues. Ideal volunteers are licensed and practicing physicians, nurses, physiotherapists, athletic therapists, massage therapists, chiropractors, therapy assistants, mental health practitioners, lifeguards or are emergency first aid certified. Receptionists and administrators are also required at the Polyclinic. Additional screening and proof of certification must be provided to the Medical Services Committee.

Athlete/Sport Medical

- *18 years of age or older*
- Provide medical and clinical support to athletes.
- Detailed assessment and management of a wide range of injury and illness.
- Equipment fitting, maintenance, and emergency removal.
- Complete assessments for both acute and chronic injuries, develop treatment plans, and supportive therapy for athletes
- Injury management from onset of injury, through injury rehabilitation, to appropriate return to play
- Clinical referrals for further care and/or assessment.
- Make appropriate and unbiased sideline “return to play” decisions.
- Application of supportive taping and bracing.
- Assist in the development and review of Medical Venue and Emergency action plans.

Venue/Spectator Medical

- *18 years of age or older*
- Provide medical and first aid support for the venue.
- Providing aquatic monitoring and emergency aquatic care (Lifeguards)
- Assessment and management of a wide range of injury and illness.
- Clinical referrals for further care and/or assessment.
- Assist in the development and review of Medical Venue and Emergency action plans.
- Ensure all medical documentation is completed for all medical incidents/injury or illness.
- Assist in COVID compliance and monitoring.
- Supporting and assisting the Venue Medical Representative



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Medical Logistics/Support (Non-Clinical)

- *18 years of age and older*
- Ensure venue and sport emergency supplies, equipment, and staffing needs are addressed
- Perform pre-games planning determining the athletic, physiotherapy supplies and assets needed for the Poly Clinic
- Monitor the central inventory supply
- Construct and assemble medical response equipment and kits (emergency and clinical)
- Maintain supply and assets for the Poly Clinic
- Plan the distribution, storage, and collection of medical supplies for each venue.
- Maintain inventory of medical supplies at each venue.
- Travel to venues to monitor assess and replenish inventory levels, and engage with volunteers
- Track inventory usage and identify gaps or concerns

Venue Medical Representative

- *18 years of age and older*
- **This role is considered a leadership role, and not clinical (First Aid/Medical knowledge is required)**
- Participate in venue/sport specific planning and response with sport & game officials.
- Develop the Medical Venue and Emergency Action Plans specific to sport/venue.
- Ensure adherence to sport specific medical policies
- Oversee all logistics, and staffing pertaining to the venue/sport
- Ensure the specific sport and venue have the appropriate volunteer staff
- Perform pre-games venue walk throughs, be familiar with Field of Play, and general zones
- Ensure venue and sport emergency supplies, equipment, and staffing needs are addressed
- Ensure all medical documentation is completed daily for all medical incidents/injury or illness
- Assist clinical team with emergencies as per the Medical Action Plans
- Provision of Spectator medical (first aid)
- Facilitate the emergency action plans for critical injuries/illness or 911 calls
- Providing overall medical administrative support to the venue during the games
- Pre-Games planning and Support.