



Volunteer Descriptions

Admin & Finance

Office Support

Assist with mail outs, compiling letters, photocopying, sorting, answering telephone and responding to e-mail messages, greeting the public, etc.

Friends of the Games

Sponsorship

Solicit funding from potential sponsors at a national, provincial and local level. Assist in development and implementation of a benefits package.

Special Events

Assist in planning and organizing events which will provide financial resources to the operational and capital expenditures of the games.

Lounge

Lounge attendants; servers, hosts/hostesses, clean up, etc.

Athlete Services

Medical Services

Provide front line medical care to all participants and first aid to spectators within the athletes' village and all venues.

Athletes' Village set-up

Assist in set up and basic cleaning of bunks beds, moving furniture and equipment, and ensuring classrooms are prepared for athlete's accommodation.

Athletes' Village take-down

Dismantling and moving bunk beds for loading onto semi-trailer units. Replacing furniture and equipment into classrooms.

Athlete Entertainment

Supervise activities within the various lounges for participant entertainment.

Information Centre

Handling all inquiries from participants and the general public in a central location within the Athletes' village.

Turn Around Day

Assist in clean up and preparation of various locations within the village for second half athletes.

Ceremonies & Protocol

Opening Ceremonies

Provide assistance in set-up and take-down, parade of athletes, spectator seating, and set up sound and lighting.

Closing Ceremonies

Provide assistance in set-up and take-down, parade of athletes, spectator seating, and set up sound and lighting.

Ambassadors

Providing hospitable assistance and support services at all games events; assist with preparation medal presentations at sport competitions.

Torch Relay

Assist the host committee in implementing a local torch relay event leading up to the opening ceremonies.

VIP Hospitality

Assist in welcoming, accrediting and providing games related information to VIPs.

Cultural Events

Involvement with cultural events throughout the community during the games.

Decorations

Creation of and decoration set up and tear down.

Information Technology

Accreditation

Production and distribution of accreditation tags for all participants.

Results

Inputting and verification of sport competition results at various sport venues.

Data Entry

Entry of data into registration and results programs.

Food Services

Food Preparation

Assist with meal preparation.

Food Server

Serve food within the food services area.

Clean up

Continuous clean-up for food services area.

Concessions

Sell items within designated concession to games participants (handling money).

Logistics

Bus Driver

Transport participants between venues via bus (appropriate license necessary).

Transportation

Working out of the dispatch center coordinating drivers with schedules and answering any transportation inquiries.

Security/Access Control

Monitoring access to the athletes' village, various venues and locations before and/or during the Games.

Warehouse

Supervise distribution and receiving of goods at host society designated warehouse.

Communication

Distribute and receive communication equipment for volunteers on a daily basis.

Marketing and Promotions

Publications

Assist in compiling the content for designated handbooks

Mascots

Wear the designated games mascot costume at games events and functions and/or act as mascot handler.

Media Centre

Assist media in daily monitoring of equipment and resources at the media centre.

Souvenirs

Sell merchandise at designated venues throughout the community (handling money).

Community Events

Work at community events prior to and during the games.

Admissions

Sale and monitoring of tickets and programs at designated locations throughout the community.

Photography

Take high quality photos of various events to be used by the Saskatchewan Games Council and Meadow Lake.

Venues

Signage

Assist in set up of appropriate signage at designated venues.

Spectator Services

Monitoring of spectator areas in designated venues.

Venue Set up

Assist in setting up venue requirements on turn around day and upon completion of the event.

Venue Take Down

Dismantling venue on turn around day and upon completion of the event.

Volunteers

Recruitment

Assist in securing volunteers for the event.

Registration

Assist in preparation and distribution of identification tags, uniforms and handbooks.

Volunteer Recognition

Assist with final volunteer recognition event.

Volunteer Training

Conducting volunteer education and training sessions.

Visitor Accommodations

Campgrounds

Meadow Lake and area residents who may permit campers to park in front of their house or in park way.

Homestay

Meadow Lake and area residents who may have rooms available for spectator bed and breakfast.

Sporting Events

Assist in a variety of roles in the daily sport competitions. Knowledge of the sport is an asset; however, not a requirement.