



**Job Title:** Team Liaison Officer

**Date of Position:** Monday, May 22<sup>nd</sup> to Monday, May 29<sup>th</sup> 2017.

**Time Commitment Required:** Full-time

**Position Type:** Volunteer

**Location:** Victoria, British Columbia, Canada

Canada Women's Sevens Vancouver is seeking qualified individuals to act as our Team Liaison Officers for the twelve national teams of the HSBC Canada Women's Sevens Langford/Victoria tournament.

## **POSITION DESCRIPTION**

The Team Liaison Officer (TLO) occupies a crucial role in the HSBC Canada Women's Sevens tournament. Simply stated, the TLO is the Canada Women's Sevens' primary day-to-day operational link to the teams during the tournament. The TLO will serve as information officer, protocol officer, organizational navigator, tour guide, training scheduler, interpreter, and translator. Each national sevens team will have (1) one liaison assigned to them.

This role requires a high degree of patience, knowledge of the organization, its people and the workings of each national team. The purpose of the TLO is to ensure an enjoyable experience for the teams and provide local knowledge.

### **Roles & Responsibilities:**

- To be the main point of contact for the National Team during their stay in Victoria/Langford, British Columbia, Canada; to assist with communications between the International Women's 7s Touring Team and:
  - Canada Sevens Staff
  - Hotel Liaison Officer
  - Training Facility Management & Volunteers
- Team Liaison Officer will be responsible to ensure that the visiting team is as comfortable as possible, to reduce distractions and to ensure that they are able to compete on an equal playing field with all opponents;
- Accompany the team from the time that the team arrives in Canada until the end of the team's official stay. Available to assist the team on a 24/7 basis and be their first point of contact at all times;
- Provide transportation for the team in the form of driving team vehicles between training fields, gyms, pools, tourism destinations and for any special purchase requests of equipment etc.;
- Must have a clear understanding of the team's requirements and requests that may arise.

### **General Requirements:**

- Fluent in the primary language of the National Team with whom he/she is assigned;
- Must be familiar with the culture, customs and traditions of the National Team with whom he/she is assigned;
- Required to be familiar with the services/amenities/culture of Victoria/Langford;
- Must possess a valid Canadian Class 5 drivers licence;
- Must be legally entitled to work in Canada;
- Must be a proven problem-solver and able to function independently;



- Must be service-oriented but also understand his/her role in relation to other areas of the tournament as well as the event itself;
- Ability to work well under pressure while maintaining calmness and a high level of professionalism;
- Ability to lift up to 45 lbs to assist with team equipment as needed;
- Must have a comprehensive understanding of the World Rugby Women's Sevens Series tournament as a whole, with complete understanding of the Canada Women's Sevens event.

**Canada Sevens will provide:**

- Breakfast, lunch and dinner (or equivalent per diem) each day at the hotel;
- HSBC Canada Women's Sevens staff kit apparel;

**TO APPLY**

Interested applicants please send a cover letter and résumé directly to Laine Walden, Tournament Operations Specialist, at: [lwalden@canadasevens.com](mailto:lwalden@canadasevens.com) with "Volunteer Posting: Team Liaison Officer" in the subject line. Please identify if you have any language skills that would make you a fit for a particular team. Positions will stay open until filled by a suitable candidate.

Only candidates selected for an interview will be contacted.

**CANADA WOMEN'S SEVENS INFORMATION**

As a member of the HSBC World Rugby Women's Sevens Series, Canada Sevens Victoria/Langford is proud to host the world's best rugby sevens nations annually in a celebration of sport and culture. Thrilling action and feats of athleticism, paired with the festival atmosphere the Sevens Series is famous for worldwide, make for a fan experience not to be missed. The HSBC World Rugby Women's Sevens Series is set to descend upon Westhills Stadium in Langford on May 27 & 28, 2017. For more information, please visit [canadasevens.com/womens](http://canadasevens.com/womens).