



CANADIAN PARALYMPIC COMMITTEE: CALL FOR SUPPORT TEAM

The Canadian Paralympic Committee is building its dynamic Support Team for the PyeongChang 2018 Paralympic Winter Games. This team is comprised of diverse professionals who volunteer their time and talent to deliver the Canadian Paralympic Committee's world leading Games operational services, and support the Canadian National Sport Organizations and their athletes to achieve their performance goals.

If you are interested in an exciting and incredibly rewarding experience, we encourage you to apply for the following roles within our Support Team:

ROLE – LEGAL SERVICES OFFICER (ONE POSITION)	
DESCRIPTION	<ul style="list-style-type: none">• Legal professional with proven experience advising / providing counsel services within the Canadian Sport industry• Possesses knowledge and skills related to Qualification Guidelines, Anti-Doping, Classification, Sport Technical rules, etc.• Provide guidance and counsel for the Canadian Paralympic Team through the Executive Director, Sport, to resolve disputes and issues related to the Team• Assist with overall team operations and other roles as required
COMMITMENT	<ul style="list-style-type: none">• Pre-Games monthly calls – November 2017 – February 2018• At-Games – February 28 – March 21, 2018 on site in PyeongChang, South Korea
PERQUISITES	<ul style="list-style-type: none">• Canadian Paralympic Team Clothing Package• Travel Airfare• Accommodations• Meals• Mobile phone SIM Card



ROLE – ATHLETE EXPERIENCE OFFICER (ONE POSITION)	
DESCRIPTION	<ul style="list-style-type: none"> • Develop and lead a program dedicated to Athletes and their experience while at the Games. For example: daily activities planning, scheduling and delivery • Daily management of the Athlete Lounge including set-up and tear down • Support competing Athletes based on their experience as an Athlete at previous Games • Support the CPC Games Operations programming by being involved in Welcome Centre greetings, Team Briefings and Games-time events dedicated to creating a positive experience for Athletes • Support the Chef de Mission in order to familiarize with the Chef de Mission role and receive mentorship in the areas of team leadership and management • Support the Chef de Mission and Executive Director, Sport in managing and resolving confidential athlete/team issues and conflicts • Act as an Athlete Liaison for CPC’s Hospitality program • Provide operational support as required to other areas • Must be a retired Paralympian
COMMITMENT	<ul style="list-style-type: none"> • Pre-Games bi-weekly calls – November 2017 – February 2018 • At-Games – February 28 – March 21, 2018 on site in PyeongChang, South Korea
PERQUISITES	<ul style="list-style-type: none"> • Canadian Paralympic Team Clothing Package • Travel Airfare • Accommodations • Meals • Mobile phone SIM Card



APPLICATION PROCESS

Return the completed application form (below) along with your resume to hr@paralympic.ca

The deadline to submit applications is October 16th, 2017.

For more information on these positions and other Support Staff volunteer opportunities, visit: <http://www.paralympic.ca/en/About-Us/Employment-And-Volunteering.html>

The Canadian Paralympic Committee is a non-profit, private organization with 25 member sports organizations dedicated to strengthening the Paralympic Movement. The Canadian Paralympic Committee's vision is to be the world's leading Paralympic nation. Its mission is to lead the development of a sustainable Paralympic sport system in Canada to enable athletes to reach the podium at the Paralympic Games.

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

CPC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

By supporting Canadian high performance athletes with a disability and promoting their success, the Canadian Paralympic Committee inspires all Canadians with a disability to get involved in sport through programs delivered by its member organizations. For more information, visit: www.paralympic.ca

For more information, contact:

Laurie Cairns, Executive Director, Corporate Services
100 – 85 Plymouth
Ottawa, ON
K1S 3E2
Tel.: 613 569-4333, ext. 238
Email: hr@paralympic.ca



SUPPORT TEAM APPLICATION FORM

Thank you for your interest in joining the Canadian Paralympic Committee's Support Staff team!

Submission Process and Deadlines

Please submit your completed application form and your Curriculum Vitae to Laurie Cairns, Executive Director, Corporate Services at hr@paralympic.ca by **October 16th, 2017.**

Name			
Organization			
Title			
Mailing Address			
Street			
City		Province	
Country		Postal code	
Tel (Home)		Tel (Business)	
Cell		Fax	
E-mail			
Availability	<input type="checkbox"/> Yes <input type="checkbox"/> No I am available to attend the Pyeongchang 2018 Paralympic Games from February 28 th to March 21 st (approx.) and am applying for positions at this Games		
Position(s) applying for	<input type="checkbox"/> Legal Services Officer <input type="checkbox"/> Athlete Experience Officer		
ADDITIONAL POSITIONS:	Should additional roles become available for these Games, I would be interested in being considered for these roles <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please describe/explain how you meet the following requirements (Attach additional pages if required)			



1. Why do you wish to be a member of the 2018 Canadian Paralympic Team Support Staff?

2. What are your expectations in terms of being a volunteer on the Team?

3. What skills/knowledge do you have which you feel will best support the position you are applying for?



4. Languages: Primary Language: _____ Secondary Language: _____ Other, please specify: _____			
5. Please rank your French language skills:			
Can have a conversation in the second language	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/> I cannot <input type="checkbox"/>
Can understand a conversation in the second language	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/> I cannot <input type="checkbox"/>
Can read, write or revise text in the second language	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/> I cannot <input type="checkbox"/>
Can provide information to the media in the second language	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/> I cannot <input type="checkbox"/>
Can understand and serve an athlete in the second language	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/> I cannot <input type="checkbox"/>
6. Have you been previously involved with the Canadian Paralympic Committee or active within the community for athletes with a disability?			Yes <input type="checkbox"/> No <input type="checkbox"/>
7. If yes, please specify:			
PLEASE PROVIDE 2 REFERENCE CONTACTS (MAY BE CONTACTED WITHOUT NOTICE)			
Name	Title	Organization	Telephone - Business

I hereby acknowledge the above information is true and accurate.

Signature

Date