

VOLUNTEER

Opportunity: **INTERN – Venue Management**

Location: **UBC**

Specifics: This position will assist the UBC Venue Management team with the administration and logistics for Olympic and Paralympic Winter games time planning for the UBC venue. This is a **non-paid internship** position that will take place from January 4, 2010 to March 21, 2010. The position will be based at the VANOC office for the first few weeks of January and then will be based at the UBC venue.

Note: This role requires FT hours (40hrs/wk) and the applicant would likely need to be flexible as this leads up and is working during games-times.

The UBC Venue Management team is responsible for overseeing games time planning & operations of the UBC Thunderbird Arena. The VEM team works in conjunction with functional area leads in all aspects of planning & operations. The UBC Thunderbird Arena will play host to Ice Hockey during the Olympic Winter Games and Ice Sledge Hockey during the Paralympic Winter Games. This is an evolving position and responsibilities may shift over time.

Responsibilities:

- Assist the UBC Venue Management Team in all aspects of planning & operations including setting up meetings, creating agendas, taking meeting minutes, disseminating information to functional areas & external partners
- Support venue tours, as necessary
- Support games time operations at the venue
- Assist with the development of presentation materials and tracking tools
- Support overall Venue Management initiatives and projects
- Provide assistance to functional areas as required
- Other duties may be assigned as required

Currently registered in a Sport, Business Administration, Communications, Event Management or equivalent program of a recognized post secondary institution

Qualifications:

- Experience volunteering / working for a sport organization an asset
- Experience assisting with event planning an asset
- Experience with Microsoft Office programs (Outlook, Word, Excel) preferred
- Previous experience working in a fast-paced, multi-level, project based environment with emphasis on timelines and delivery an asset
- Excellent oral, written and communication skills
- Ability to work independently and follow directions from supervisors
- Ability to work closely with others internally and externally
- Excellent interpersonal, organizational and relationship building skills
- Desire to learn new skills
- Fluency in French an asset

Logistics:

Address cover letter and resume and send via email to:

john_mitobe@vancouver2010.com:

Mr. John Mitobe,

Recruitment Specialist, Workforce

Vancouver 2010, 3585 Graveley Street, Vancouver, British Columbia, V5K 5J5

Application
Deadline:

November 18, 2009 @ 4:00pm

