

TOWN OF NIVERVILLE

Section Personnel	Classification <i>Policy</i>
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POSITION TITLE:	2026 Manitoba Games Chair
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POSITION SUMMARY

The 2026 Manitoba Games Chair will work with the executive volunteers and the rest of the volunteer team to host the 2026 Manitoba Winter Games in Niverville. The Chair will oversee every aspect of the preparation, delivery of the games, and final reporting. This position will also be responsible for the management of the Games Assistant.

GENERAL ACCOUNTABILITIES

- Participate in and support all executive, and committee meetings ensuring there is communication between the various committees.
- Act as a resource link for all major partners in the Games program including the Host Society, Sport Manitoba, Town of Niverville, Hanover School Division, Food Services venue, facilities for Sport Venues, the official Games Sponsors and the local Friends of the Games.
- Support the executive committee and their various committees in formulating and implementing timelines, work plans, and final reports.
- Assist in the development and implementation of the Friends of the Games – FOG fundraising plan including identifying local corporate sponsors, donors, developing customized strategies and implementing key actions to increase financial support of the Games.
- Work with Sport Manitoba to ensure the Games Hosting Standards, timelines, policies and procedures are maintained.

- Manage the Games office, ensuring that all communication is responded to, maintain executive and committee meeting schedules; coordinate the use of electronic and physical file management and inventory management.
- Assist the Executive Committee in the coordination of contracts with organizations and businesses providing necessary facilities, goods and services as required to ensure successful operation of the Games.
- Represent the Host Society at official functions when required.

PREFERRED TECHNICAL COMPETENCIES

- Post-secondary education in disciplines such as recreation, administrative management, leadership or human resource management will be considered an asset.
- Knowledge of provincial sport and recreation organizations, policies and resources.
- Experience in managing large scale sporting or public events.
- Financial/large-scale budget management experience.
- Excellent organizational, interpersonal, written and oral communication and customer service skills.
- Ability to work with a wide variety of individuals to prioritize and manage deadlines and competing priorities.
- Possess a valid Class 5 Driver's License and must have access to a vehicle.
- Must have good working knowledge of Microsoft Office and general computer skills.
- Social Media/Marketing experience is an asset.
- Child Abuse Registry Check and Criminal Record Check must be complete prior to start.