



# VOLUNTEERS

More than 300 enthusiastic, reliable and friendly volunteers will be required from July 5 to 16, 2016, to be part of our team to help deliver our spectacular competitions.

Being a volunteer at the 2016 Trials (Canada's official selection trials for 2016 Olympic & Paralympic Games) and/or Edmonton's Track Town Classic will be rewarding and motivating and give you an opportunity to showcase your skills, learn new skills, meet new people and be part of the action as we welcome the World to Edmonton! Volunteers will be provided training before the event and will be well briefed by an experienced volunteer section leader.

Volunteering is easy! Simply fill out the according TrackTown Canada Volunteer Application Form – sign up here – and we will process your application and follow up with you directly. All your information will remain private and confidential.

For more information, please contact our  
Coordinator:

**Brianna Weinrich**

Email: [brianna@tracktowncan.com](mailto:brianna@tracktowncan.com)

Telephone: 780-395-9835

**There are a variety of volunteer roles that are sport and non-sports related. They include:**

## ■ Accreditation

1. Manage accreditation system and database of contacts
2. Printing all accreditation
3. Understanding accredited areas
4. Distribution of accreditation to appropriate groups

### SKILLS:

- Computer knowledge
- Available prior to the event
- Well organized and pays attention to details
- Work in a fast environment
- Friendly
- Team player

## ■ Athlete Hospitality

1. Provide information to athletes, their coaches &/or agents
2. Hospitality knowledge an asset
3. Assist athletes with their required needs
4. Knowledge of event schedule, logistics management & competition venue

### SKILLS:

- Excellent people skills & very friendly
- Strong personality
- Well organized and pays attention to details
- Bilingual (English/ French or English/ Spanish)
- Logical thinker
- A team player who enjoys a fun and exciting environment



## VOLUNTEERS

### ■ Clean-Up Crew

1. Assist with the removal of materials at the competition venue
2. Assist with showcasing the competition venues and spectator areas

#### SKILLS:

- Well organized and pays attention to details
- Ability to lift heavy equipment
- Handy man skills an asset
- Hardworking
- Reliable and trustworthy

### ■ Doping Control

1. Attended doping control briefing
2. Accompany athletes to doping control

#### SKILLS:

- Calm cool and collective
- Fast on your feet
- Great interpersonal communications skills
- Confident
- Reliable and team player

### ■ Food Services

1. Assist with food services at volunteer orientation (pre-event)
2. Assist with volunteer food preparations
3. Deliver food to various areas of the competition venue

#### SKILLS:

- Excellent people skills
- Friendly
- Reliable
- Some knowledge of food services

### ■ Information Services

1. Strong understanding of track and field
2. Familiar with parking, transit and Foote Field
3. Knowledge of Edmonton tourist attractions
4. Familiar with training facilities and meet hotels

#### SKILLS:

- Friendly and approachable
- Confident and assertive
- Logical and practical thinker
- Reliable
- A team player who enjoys a fun and exciting environment

### ■ Kids Zone

1. Assist with the set up of this area
2. Manage and control the flow if kids
3. Keep area clean and tidy

#### SKILLS:

- Be confident and assertive
- Logical and practical thinker
- Reliable

### ■ Operations Crew

1. Assist with showcasing the competition venues and spectator areas
2. Assist with installing branding, signage and barriers
3. Assist with other site related technical track & field equipment set up

#### SKILLS:

- Computer knowledge
- Available prior to the event
- Well organized and pays attention to details
- Excellent communications skills
- A trade an asset
- Hard working
- Reliable
- Logical thinker
- A team player who enjoys a fun and exciting environment

### ■ Athlete Package Pickup & Stuffing

1. Be available prior to the event
2. Day time hours
3. Place contents in envelope for athletes, bibs, schedule, etc.
4. Be available to volunteer for package pick up (not a requirement)

#### SKILLS:

- Work efficiently
- Organized
- Friendly
- Efficient
- Team player who enjoys a fun and exciting environment



## VOLUNTEERS

### ■ Parking

1. Assist at all the parking locations for the event
2. Direct vehicles to designated parking areas
3. Knowledge of road ways in and around Foote Field, Belgravia and the University of Alberta's South Campus Park

#### SKILLS:

- Be confident and assertive
- Friendly and approachable
- Logical and practical thinker
- Reliable
- A team player who enjoys a fun and exciting environment

### ■ Registration

1. Assist in managing package pickup and athlete registration
2. Receiving and returning packages, event information and providing timely updates to athletes, coaches, agents and officials
3. Knowledge of Track & Field an asset

#### SKILLS:

- Computer knowledge
- Available prior to the event
- Friendly and approachable
- Work efficiently
- Confident and assertive
- Well organized and pays attention to details
- Reliable and efficient
- Second language an asset

### ■ Security

1. Control public accesses areas
2. Be visible in your assigned area
3. Knowledge of stadium layout and venue maps
4. Remain at your post until dismissed by the security captain

#### SKILLS:

- Friendly and approachable
- Be confident and assertive
- Logical and practical thinker
- Reliable
- A team player who enjoys a fun and exciting environment

### ■ Special Events and Ceremonies

1. Coordinate and implement various special events
2. Coordinate the flower girls and flowers to be given out to the winning athletes

#### SKILLS:

- Friendly and approachable
- Be confident and assertive
- Logical and practical thinker
- Reliable
- A team player who enjoys a fun and exciting environment

### ■ Sports EXPO

1. Host dozens of local community businesses to ensure they have the best experience possible
2. Responsible for the customer service of the Expo vendors
3. General maintenance of the Expo area
4. Daily operations of the Expo venue

#### SKILLS

- Work efficiently
- Lots of energy and endurance
- Organized
- Friendly
- Efficient

### ■ On-Field Technical Services

1. Assist with all aspects of timing, public address announcing & spotting, and video display services
2. May be required to assist with manual data entry for video display boards &/or results
3. Manning the area where the timing equipment is located
4. Assist with providing up-to-date accurate results and major updates for the announcers
5. Collect and able to provide results in working with officials at field events by radio

#### SKILLS:

- Computer knowledge
- Available prior to the event
- Work efficiently and independently
- Lots of energy and endurance
- Good recognition of numbers and hand writing
- Organized
- Friendly
- Reliable
- A team player who enjoys a fun and exciting environment



## VOLUNTEERS

### ■ Transportation

1. Assist in planning and the transportation of key groups, athletes, coaches and agents
2. Create and manage a centralized depository to track all travel schedules of athletes, coaches and agents
3. Manage the required shuttle services to and from meet hotel, airport and Foote Field
4. Manage special travel requests for VIPS and guest.

#### SKILLS:

- Computer knowledge
- Available prior to the event
- Work efficiently and independently
- Lots of energy and endurance
- Good recognition of numbers and hand writing
- Organized
- Friendly
- Reliable
- A team player who enjoys a fun and exciting environment

### ■ VIP Hospitality

1. Provide information to special guests, delegates and dignitaries
2. Hospitality knowledge an asset
3. Assist guest with their required needs
4. Knowledge of event schedule, logistics management & competition venue

#### SKILLS:

- Excellent people skills & very friendly
- Strong personality
- Well organized and pays attention to details
- Bilingual (English/ French or English/ Spanish)
- Logical thinker
- A team player who enjoys a fun and exciting environment

### ■ Volunteer Services

1. Assist with volunteer recruitment
2. Attend volunteer fairs, expo
3. Assistant at Volunteer orientation
4. Uniform distribution and management
5. Check in volunteers at Foote Field week of event

#### SKILLS:

- Excellent people skills
- Friendly
- Reliable

## ■ **AND MANY MORE!**

## Contact TRACKTOWN CANADA

P. 780.395.9824

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## OUR MISSION...

...is to help develop and promote the sport of athletics to be Canada's favourite summer sport.