



## EXPRESSION OF INTEREST

### 2017 COMMONWEALTH YOUTH GAMES TEAM HEADQUARTERS STAFF

Commonwealth Games Australia (CGA) is excited to be sending a Team to the 6<sup>th</sup> Commonwealth Youth Games (CYG) to be staged in the Bahamas between 18-23 July 2017. Led by our Team General Manager, Matt Cowdrey, the CGA is seeking Expressions of Interest from talented and highly driven individuals to fill the roles of:

- **Team Operations Coordinator**
- **Team Services Coordinator**

The primary role of the **Team Operations Coordinator** is to assist the Team Operations Manager with Team Operations including:

- Uniform distribution
- Office management
- Games transport
- Accommodation
- Logistics
- Other duties as directed

The primary role of the **Team Services Coordinator** is to assist the Team Operations Manager as above and including:

- Being the first point of call for Athletes and Section Managers with any requirements, queries or concerns
- Assist in organising any Team functions
- Administration and distribution of any tickets for Family and Friends
- In collaboration with the Media Manager, production of daily media bulletins which include summaries of Australian performances and schedules of competition and training commitments
- Other duties as directed

To be considered for these roles, you will need to demonstrate knowledge and experience in team management and operations, including travel with Teams internationally (preferably junior/youth teams). You must be highly organised, have an ability to relate well to people at all levels and have a can do attitude in making these Games a great experience for the Team.

We will require you to sign a Team Agreement and submit other paperwork as requested. You must be authorised to work with minors.

Key dates you must be available to attend:

- Team Briefing – End of February 2017 – Melbourne
- Pick & Pack of Outfitting – July (1 day) – Melbourne (TBC)
- Pre Games Camp – 14-16 July 2017 – Brisbane or Sydney
- CYG in the Bahamas – 16-24 July – Nassau, Bahamas
- Arrival back to Australia between 26-29 July depending on role (TBC)

#### COMMONWEALTH GAMES AUSTRALIA

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Whilst the positions are voluntary, CGA will provide agreed support including travel, accommodation, food and other agreed costs.

If you have the skills and experience to make a contribution to CGA's future sporting success, please submit an Expression of Interest to join our team. You can do this by submitting your CV and a short covering letter stating which role you are applying for and why you'd be the best fit (no more than 4 pages).

All submissions to be sent to the Manager Youth Programs, Danusia Pietrzak – [danusia.pietrzak@commonwealthgames.com.au](mailto:danusia.pietrzak@commonwealthgames.com.au)

**Applications close 5pm Monday 12<sup>th</sup> December 2016.**

Any queries, please contact Danusia Pietrzak on (03) 9654 4755. Successful candidates will be appointed by Monday 16<sup>th</sup> January 2017.

For more information about the Youth Games, please visit <http://www.commonwealthgames.com.au/page/90/2017-bahamas-youth-games>