Job Description
Chef de Mission, National Team

2015 Special Olympics World Summer Games ~ Los Angeles, CA, USA

Title: Chef de Mission, National Team

Primary Role:
The Chef de Mission is the volunteer leader of the Special Olympics Canada National Team. As such he/she, in conjunction with the Senior Vice President, Sport & Strategic Initiatives of Special Olympics Canada, is responsible for developing the vision and critical path for the National Team. The Chef de Mission is a proactive, motivational leader who supports and promotes the National Team by creating a team environment that is conducive to a productive and positive competitive and team experience for all National Team members.

Term:
The term of the Chef de Mission is from the date of final endorsement by the Chair of the Sport Committee of the Board of Directors of Special Olympics Canada, through to the final de-brief and completion of the post-Games written report.

Accountabilities:
The Chef de Mission is accountable to the Chair of the Sport Committee of the Board of Directors of Special Olympics Canada and the Senior Vice President, Sport & Strategic Initiatives of Special Olympics Canada. The Chef de Mission works closely with the Team Managers and Special Olympics Canada (SOC) National Office in the implementation of his/her duties.

Responsibilities:
• Represent National Team members at all National Team events and activities.
• Work closely with SOC staff to develop the vision and critical path for the National Team Program.
• Act as an ex-officio member of the 2015 selection committee for Mission Staff, Head Coaches, and Associate Coaches.
• As Past Chef de Mission act as an ex-officio member of the 2017 selection committee for Chef de Mission, Mission Staff, Head Coaches, and Associate Coaches.
• Work with the Team Managers, Mission Staff, Head Coaches, Associate Coaches, Athletes and Training Coaches to create and maintain a cohesive team.
• In conjunction with the Team Managers, develop the lines, methods and frequency of communication between National Team members.
• Initiate and maintain contact with the Honourary Head Coach and ensure he/she is included in appropriate National Team activities.
• Be familiar with the Athlete Agreement and the roles and responsibilities of the Team Managers, Head Coaches, Associate Coaches, Training Coaches and Mission Staff.
• Attend Head of Delegation meetings and liaise with the Games Organizing Committee.
• In cooperation with the Team Managers, Head Coaches, Associate Coaches and Mission Staff facilitate the planning of the National Team training camps (between September 2014 – June 2015), and the staging camp (prior to departing for the Games).
• Ensure that the Mission Staff and Team Managers are effectively performing their roles and responsibilities.
• Act as the spokesperson for the National Team.

Revised: April 25, 2013
• Arrange and conduct daily on site Team Management meetings, in conjunction with the Team Managers.
• Participate as a member of the Crisis Management Team dealing with any major issues or crisis situations.
• Meet with the “Games Experience” participants to inform them of the team’s composition and on-site experiences.
• Travel to and from the World Games and house with the National Team.
• Submit a written evaluation of the Games and a synopsis of Team Canada’s standings, to the Sport Committee of the Board of Directors of Special Olympics Canada.
• Complete the Special Olympics North America post-Games evaluation.
• Work with SOC to ensure that all National Team personnel are appropriately recognised.

Qualifications:
• Must be a member of Special Olympics in Canada.
• Experience at major games.
• Demonstrated leader.
• Ability to motivate and foster team building.
• Excellent written and verbal communication skills.
• Ability to communicate in both official languages is an asset.
• Experience in crisis management.
• A strong understanding and fundamental belief in the mission of Special Olympics in Canada and the goals of the National Team Program.
• Strong interpersonal and problem solving skills as well as experience working with athletes with an intellectual disability.