



HOST SOCIETY

JOB POSTING

Job Title: Manager of Sport, Venues & Athlete Services

Reports to: General Manager

Organization Overview: The Arctic Winter Games (AWG) are a bi-annual world class sporting and cultural event, with 2,000 participants and an equal number of volunteers from around the circumpolar north. Designed to celebrate the unique sports and cultural heritage of the Arctic, this multisport event showcases 20+ traditional and non-traditional sport competitions as well as a weeklong cultural exchange program. The Whitehorse 2026 Arctic Winter Games Host Society was formed to plan and deliver the 2026 Arctic Winter Games.

Position Overview: As a member of the 2026 Arctic Winter Games Host Society the Manager of Sport, Venues and Athlete Services will play a pivotal role in the strategic leadership, planning, integration, direction, and operational support for all sporting events, venue operations and athlete services. The ideal candidate will possess strong organizational skills, attention to detail and be highly motivated to ensure a positive participant experience at the 2026 Arctic Winter Games.

Key Sport Responsibilities:

1. **Sport Program Planning:** Working with the Sport Committee and the Arctic Winter Games Technical Committee develop and implement a comprehensive sports program and competition schedule for the 2026 Arctic Winter Games.
2. **Technical Officials:** Work with the Sport Committee to identify, recruit, train and manage a team of technical officials for each of the 21-sports participating at the games.
3. **Competition Management:** In partnership with the Sport Committee oversee the execution of all sport competitions, manage pre-event preparations, venue setup, competition operations, results, reporting, medal ceremonies and post event evaluations.

Key Venue Responsibilities:

1. **Venue Selection:** Working with the 2026 Games Management team research, evaluate and secure all appropriate sport and non-sport venues.
2. **Venue Preparation and Operations:** Ensure that all venues are properly prepared and equipped leading up the 2026 Arctic Winter Games and working with the Venues Committee oversee all aspects of venue operations during the Games.

3. **Logistics Coordination:** Working with the Logistics committee coordinate and oversee all logistical support in the lead up to and during the 2026 Arctic Winter Games, including warehousing, commissioning, and decommissioning of all venues.

Key Athlete Services Responsibilities:

1. **Accommodation Coordination:** In partnership with the Athlete Services Committee coordinate all athlete accommodation arrangements including securing accommodation related equipment/supplies, village set up, village assignments and check-in/check-out procedures.
2. **Transportation Services:** Working with the Transportation & Logistics Committee's plan and coordinate transportation services for all participants at the 2026 Arctic Winter Games, including arrivals and departures, shuttle services and sport specific transportation.
3. **Food Service:** In partnership with Food Services Committee and other key stakeholders plan, coordinate and deliver all food service for the 2026 Arctic Winter Games participants, including cafeteria services, off site feed and schedules.
4. **Medical Services:** Working with the Medical Services Committee and other key stakeholders coordinate medical services for all participants, including polyclinic and sport specific medical services.

Other Key Responsibilities:

1. **Budget Management:** With the General Manager and 2026 Arctic Winter Games Management team, manage assigned budgets effectively, tracking expenses and revenue and optimizing resource allocation.
2. **Reporting and Analysis:** Monitor and analyze performance metrics and provide regular reports and insights to committee members and General Manager.
3. **Relationship Management:** Build and maintain strong relationships with 2026 Arctic Winter Games management team to ensure all interdependencies are identified and addressed.

Qualifications:

- Post Secondary degree/diploma in Sports Management, Event Management, or related field.
- Minimum of 3 years of experience in a related management position, preferably within the sport industry or event management.
- Strong leadership skills with the ability to motivate and manage diverse teams.
- Excellent written and verbal communication, interpersonal and networking skills with the ability to build and maintain relationships with diverse stakeholders.
- Highly organized and detail-oriented with the ability to manage multiple projects and deadlines simultaneously.

- Willingness to travel and work flexible hours, including evenings and weekends as required.

Conditions of Employment:

- Office hours may fluctuate at different points during the planning process leading up to the Games but will normally not exceed 40 hours per week.
- All applicants must be legally entitled to work in Canada at the time of application.
- Criminal Records Check with Vulnerable Sector Verification required for all positions.
- Credential checks may be required.

Term: May 2024 – April 2026

Salary Range: \$85,000 - \$100,000

We thank all who apply, however, only those selected to proceed in the recruitment process will be contacted.

Important Notes:

- Relocation assistance maybe considered.
- Housing costs will not be provided.
- The Host Society reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.