



Funding Partners



2010 GRANDE PRAIRIE ARCTIC WINTER GAMES Volunteer Job Description

Job Title: Results Center Clerk – Sport Score Confirmation and Entry

Division: Communications & IT – Results - Service Plus Inns

Contact: Theresa Matkowski
thersalfisher@yahoo.com

Reports To: Theresa Matkowski

Responsibilities:

- Clerks will be responsible for double checking officials signed score sheet from each sport event
- Enter official approvals into GEMS
- Documents will need to be scanned and uploaded for public viewing

Qualifications:

- Drivers Licence preferred
- Computer use and data entry

Volunteers needed: 65 volunteers - need list 3 weeks prior to games

Availability: Each Day
7am – 12pm
12pm – 5pm
5pm - 10pm

Crossovers: Systems to provide functional computers to be used for results
Telecommunications to provide functional phones and internet for results