



Funding Partners



2010 GRANDE PRAIRIE ARCTIC WINTER GAMES Volunteer Job Description

Job Title: Chef de'Mission Office Support

Division: Mission Centre – Care and Comfort

Contact: Gail Sherman and Sharon Barr
gsherman@gprc.ab.ac/sbarr@gprc.ab.ca

Reports To: Gail Sherman/Sharon Barr

Responsibilities:

- Telephone and reception
- Newsletter production
- Other document production as required
- This position has the following key committee interdependencies
- Main mission office could provide information services as required for all other committees (drop in information)

Qualifications:

- GPRC Office Administration Diploma or current enrolment in the program

Volunteers needed 35 volunteers

Availability: 7am – 11pm during the Games