2000 WHITEHORSE ARCTIC WINTER GAMES HOST SOCIETY

LOGISTICS COORDINATOR

Job Description

Reports to: General Manager

SUMMARY AND SCOPE OF DUTIES AND RESPONSIBILITIES

The goal of the Logistics Coordinator is to manage details of several operational areas of the 2000 Whitehorse Arctic Winter Games Host Society. The Logistics Coordinator is responsible for ensuring that specific tasks within the operation of the 2000 Whitehorse Arctic Winter Games Host Society occur, and occur on time. The Logistics Coordinator will work in concert with the Board of Directors, the General Manager, the Sport Manager and the Marketing Manager. The position supports the Board of Directors, the General Manager, Sport Manager, Marketing Manager and the Host Society.

OBJECTIVES

- Liaison with most Divisions to complete operational tasks
- Develop recommendations for the Managers
- Determine distinct logistical needs of assigned Committees/Divisions
- Build logistical requirement into overall “Game Plan”
- Suggest direction to Divisional Directors, Committee Chairs, General Manager, Sport Manager and the Marketing Manager
- Analyze future tasks and develop transitional timeline
- Hire and supervise short-term staff as necessary
- Determine where volunteers can be utilized
- Complete weekly reports and update timeline as necessary
- Liaison with the governmental agencies as required
- Develop and maintain inventory control system
- Work closely with the Managers
- Be responsive to last minute changes and details
- Determine number of volunteers required for accountable areas
ACCOUNTABILITY

The Logistics Coordinator has six (6) key responsibilities that include facilities and equipment, directional signage, transportation, food services and accommodations.

The Specific Duties include:

Facilities and Equipment

- Day to day operation and organizing of the warehouse
- Development and maintenance of an inventory system
- Develop and execute venue fit-out
- Determine and acquire equipment that can be borrowed

Merchandising

- Assist with the fit-out if merchandising kiosks for Games week
- Assist with set-up of ticketing booths for Games week
- Develop a plan/timeline for erection of promotional signage (interior and exterior)

Signage

- Complete needs assessment
- Determine additional signage that must be made/constructed
- Develop Directional Signage deployment plan
- Work with fabrication plant and contractors
- Team Leader to oversee the erection of all directional and promotional signage
- Communicate constantly with the Graphics and Signage Chair and Marketing Manager

Transportation

- Determine transportation signage requirements
- Develop Motor Pool acquisition and storage plan
- Communicate consistently with Transportation Chairs
Food Services

- Develop a positive relationship with C.Y.F.N., food preparation contractor and food supplier(s)
- Develop appropriate box lunch policy
- In concert with food preparation contractor, develop feeding flow system
- In concert with food preparation contractor, develop food delivery and storage system
- Work with “Green Games Committee” to reduce, reuse and recycle
- Develop a security system to ensure only accredited participants enter the cafeteria
- Target additional sponsors for food acquisition

Accommodations

- Work with bunk bed fit out and transportation supplier for venue fit out
- Develop accommodations directional/informational signage plan
- Work closely with security concerning planning and integration
- In concert with “Green Team”, develop quality reuse program