



MEMBER NOTICE

**TO: Mayor and Council
Chair and Regional District Board**

FROM: Robert Hobson, President

DATE: September 1, 2009

**RE: ENDORSEMENT OF TEMPORARY POSITIONS
2010 OLYMPIC GAMES**

Attached is a letter from Mr. John Furlong, Chief Executive Officer, VANOC, asking that local governments consider the secondment of employees to fill key temporary positions required for the 2010 Olympic Games. On behalf of UBCM, I am pleased to lend my endorsement to this proposal.

Local Governments in British Columbia have always taken pride in the professionalism and dedication of our workforce. We have highly skilled and dedicated employees with diverse and important skill sets. For this reason VANOC has approached the local government community to help fill some of temporary positions that will contribute to the delivery of the Winter Olympics.

Local governments in the Lower Mainland and Whistler are already contributing to the Olympics in a comprehensive way. This request from VANOC will allow additional local governments to contribute to this once in a lifetime event. There are indeed costs associated with your participation in this program as well as the benefit of an exceptional employee development opportunity. I would encourage you to review the attached material closely and determine if this program is of interest to your local government.

Before long the 2010 Winter Olympic Games will be upon us. With this will come the opportunity to showcase to the world many of the exceptional stories and successes of our communities in British Columbia. VANOC's invitation provides an additional opportunity for local governments to contribute to the success of this important event.



Vancouver, August 25, 2009

It is less than six months to go to the Opening Ceremonies for the 2010 Winter Games. The project is enormously exciting and ever challenging! We face the same compelling challenges brought on by the current economic climate as any enterprise. And, creative and daring as we try to be, we will need the help of the entire community if we are to across the finish line and achieve the kind of success we all crave for. I get asked the same question again and again by community leaders - "tell us how we can help". The answer is "people". Gifted, giving, inspired people. We have 1500 key temporary positions that must be filled over the next six months so we are offering seconded employees the working experience of a lifetime. A chance to join a high performance team to help deliver one of the world's premiere sporting events and serve Canada at the same time!

One thing is certain - working for the Games will be transformational. Your employees will return to you grateful, with new skills, fully uplifted by their experience and with the knowledge that their contribution to the success of the 2010 Games was pivotal. And you will know that your contribution made a huge difference to them, to the Games, to your own company, to BC and to Canada.

You can take my word for it, or those of Frank King, a friend and colleague who led the team that staged the highly successful 1988 Olympic Winter Games in Calgary with the help of hundreds of seconded staff:

"Numerous companies and Government Partners loaned us staff in the lead up to the '88 Games to help ensure success. From some of the most senior executives in our organization to those who had front-line jobs in Games venues, the community and our partners stepped up to give their employees the extraordinary opportunity to share the experience of working with the Organizing Committee. That was over 20 years ago and the enduring pride in the community remains strong. I still hear from people who were seconded to the Games, what it did for their careers and the memories and friendships that came with it. I strongly encourage the public and private sector to seriously consider putting people on the 2010 team, not only to help VANOC but to enrich their companies with the skills and experience gained by being part of it." (Frank King, Chairman and CEO, Calgary Organizing Committee for the 1988 Olympic Winter Games)

Please take the time to read through the attached fact sheet on this unique program, which also includes a contact address to get you started on the process of seconding valued staff to our team.

Thank you in advance for considering this opportunity – and for embracing the spirit of the Games. I assure you that this will be one of the most treasured opportunities you can offer to the stars on your own team. We are enormously grateful for your support and thank you for making these Games your priority. The months ahead will be exciting and full of drama as we prepare to welcome the world. Thank You.

Regards,

John A. Furlong
Chief Executive Officer

MISSION

To touch the soul of the nation and inspire the world by creating and delivering an extraordinary Olympic and Paralympic experience with lasting legacies.

Exalter l'âme de la nation et inspirer le monde entier grâce à l'organisation et à la tenue de Jeux olympiques et paralympiques extraordinaires qui laisseront un héritage durable.

Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC)
Comité d'organisation des Jeux olympiques et paralympiques d'hiver de 2010 à Vancouver (COVAN)

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Employee Loan Program Details

VANOC is looking to fill out its 2010 roster – and you can help.

The Employee Loan Program presents local and national businesses with an opportunity to experience the 2010 Olympic and Paralympic Winter Games up close. Positions are available in 32 of VANOC's 53 departments, and will last between eight weeks and six months. Give your employees the opportunity of a lifetime – join the ultimate Game.

At VANOC, your employees will be part of an engaging team whose experience spans past Games, an international workforce that encourages cultural diversity and a supportive environment that inspires new ideas. By gaining exclusive insight into the planning and production of one of the world's most elite events, your employees will return to you with a renewed sense of leadership and confidence.

Do not miss your opportunity to build the legacy of your own organization by enabling your employees to contribute firsthand to the lasting legacies of the 2010 Games.

These are Canada's Games. Play your part.

BENEFITS: WHY YOUR ORGANIZATION SHOULD PARTICIPATE

- Be part of a once-in-a-lifetime opportunity
- Build internal capacity through skills development and experiential learning
- Be a recognized Employer of Choice in the community as a result of increased employee motivation, engagement and retention
- Contribute your employees' specialized skills and provide them with an invaluable professional experience through working temporarily for the Games.

SECONDMENT ROLES:

- VANOC is seeking secondments in various departments including Accreditation, Broadcast, Editorial Services, Energy Services, Event Services, Food Services, International Client Services, Logistics, Sport Production, Transportation, and Press Operations.
- VANOC requires a wide range of skills and levels of experience from administrative assistants, coordinators and customer service roles to managers, assistant managers and supervisors.

GUIDELINES:

- Secondments can last from 8 weeks to 6 months depending on the role, skill set of the employee and ability of the company to transfer its employee.
- Salary and benefits are to be paid by the home organization.
- Seconded employees will remain on their home organization's programs (benefits, vacation pay, pension, etc.) for the duration of the secondment period.
- Relocation, accommodation or travel expenses are the responsibility of the home organization.
- All VANOC operational policies and procedures will apply to the seconded employees.
- Seconded employees will need to have availability during Games Time.

CONTACT US:

If your organization is interested in participating or would like further information on this program, please contact teamworkforce@workforce.vancouver2010.com.

Employee Loan Program Questionnaire



- 1) Today's Date: _____ 2) Last Name: _____
- 3) First Name: _____ 4) Preferred Name: _____
- 5) Organization/Ministry: _____ 6) Preferred contact phone #: _____
- 7) Indicate period of availability: *From:* _____ *To:* _____
- 8) Preferred contact email address: _____
- 9) Where do you have accommodations?
(check all that apply) Vancouver Whistler Other in Sea to Sky
- 10) Select the employee group you belong to: Manager Employee
- 11) Due to our agreement with the RCMP, all employees and volunteers are required to go through a criminal history check. Would you be willing to submit to a criminal history check? yes no
- 12) Indicate any confirmed vacation plans you have during your period of availability noted above: _____
- 13) Please choose the areas in which you're interested in working. Your preferences will be taken into consideration, but not guaranteed:
- 1st choice (indicate functional area or position #): _____
- 2nd choice (indicate functional area or position #): _____
- 3rd choice (indicate functional area or position #): _____
- 14) Do you speak French? no yes If yes, select level from drop down list: *n/a* _____
- 15) Do you speak any other languages? no yes If yes, which languages and at what level?: _____
- 16) Indicate any certificates you hold such as first aid, fork lift operator, etc: _____
- 17) Do you have a valid driver's license? no yes If yes, select class from drop down list: *n/a* _____
- 18) Have you already been accepted as a volunteer? no yes If yes, for what period of time? _____
- 19) Please indicate any skills/experiences or outside interests not listed on your resume that you would like to share and feel would help VANOC in placing you in a role. _____
- 20) Provide any other information you feel VANOC should have to help determine what role to place you in through the VANOC Secondment Program: _____



Notes: Title/Job Summary – Positions are ever evolving & responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

ACC Accommodation

The Accommodation function is responsible for securing, managing & providing &/or coordinating lodging for specific categories of accredited people attending or participating in the Games, & ensuring that quality & operational standards are met.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Duty Supervisor (20)	Responsible for the day to day management & delivery of a Workforce Accommodation Facility, including operating a Reception Desk during given hours to address the needs & requirements of the residents.	<ul style="list-style-type: none"> • Experience in a hotel or resort setting • Demonstrated guest relations skills in an event or hospitality industry 	Vancouver & Whistler	2010-01-01 to 2010-03-23
Guest Coordinator (7)	Coordinate the recruitment of guest families for the Homestay Program. Coordinate arrival & departure information. Deliver training on customer service, cultural awareness, transportation routes, communication procedures & protocol.	<ul style="list-style-type: none"> • Experience in delivering training programs & curricula covering a wide range of topics • Strong facilitation/presentation skills • Experience in coordinating several projects simultaneously 	Vancouver	2009-08-17 to 2010-02-28
Accommodations Venue Manager (1)	This role will involve complex project and operational planning (including but not limited to the management of rooming lists and the implementation of essential services), contract management and guest relations on site to deliver one or more Workforce Accommodation facilities during pre-Games, Games time and wrap up.	<ul style="list-style-type: none"> • A minimum of five years hotel, resort or event management experience. • Demonstrated guest relation's skills in an event or hospitality industry. 	Vancouver	2009-08-17 to 2010-02-28

ACR Accreditation

Accreditation is responsible for registering & identifying all potential participants in the Games, & accrediting only eligible persons by issuing Games Accreditation Cards with appropriate access privileges in order that the person can perform his/her Games official roles.

Sample roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Accreditation Coordinator, Help Office (7)	Duties include registration & identification of Games participants, for smooth & efficient accreditation process & ensuring issues are managed in accordance with policies & procedures.	<ul style="list-style-type: none"> • Experience in managing multiple projects simultaneously • Diplomacy & ability to deal with matters of a highly confidential nature 	Vancouver & Whistler	All positions beginning on 2009-10-01, with some completing on 2009-02-28 & others on 2010-03-25
Accreditation Operations Coordinator (3)	Ensures that accreditation policies are developed & implemented consistently across the Games venues & facilities, & that accreditation is processed in an efficient & timely manner at accreditation facilities.	<ul style="list-style-type: none"> • Related experience in sports or large scale events, or a client-oriented, account management field • Previous experience working with & supervising staff or volunteers an asset 	Vancouver & Whistler	All positions beginning on 2009-10-01, with some completing on 2009-02-28 & others on 2010-03-25

CLT Cultural Olympiad

The Cultural Olympiad function is responsible for planning & presenting an exciting, innovative & accessible Olympic & Paralympic arts & cultural program & festivals.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Volunteer Coordinator (1)	Work with VANOC Workforce & Culture & Celebrations production teams to develop position descriptions, recruitment & training plans & operational schedules for up to 500 volunteers & participants who will support the delivery of Cultural Olympiad 2010	<ul style="list-style-type: none"> • 5 years progressive experience in managing human resources • Excellent interpersonal and relationship-building skills • Ability to work in a collaborative and customer service focused manner 	Vancouver	2009-08-01 to 2010-03-21



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Webmaster (1)	Work as a key member of the Cultural Olympiad's digital edition executing the online communications, publicity and news publishing needs for a highly visible bilingual website. Work with the in-house publishing team to establish timelines, protocols for publishing, and coordinate production and editing for the site.	<ul style="list-style-type: none"> Diploma from media production training school specializing in web programming/publishing or equivalent combination of education and experience required. 3 - 5 years experience overseeing websites for a large organization. 	Vancouver	2009-08-01 to 2010-03-31
Cultural Olympiad's digital edition (CODE) Electronic Journalist (1)	Work with the CODE publishing team to develop and timelines and protocols for publishing, planning storyboards, shooting, writing, producing and editing video and audio stories. Take the lead and develop story ideas appropriate for video and audio production from start to finish.	<ul style="list-style-type: none"> Diploma from media production training school specializing in film and video production or equivalent combination of education and experience required. Minimum of 3 years experience writing, editing and producing video and audio stories required Minimum of 3 years of on-air reporting experience required Extensive experience using video production software, including Avid, Avid Interplay and Final Cut Pro, required 	Vancouver	2009-08-01 to 2010-03-31
Artist Services Travel Coordinator (1)	Work with the Manager, Artist Services in the acquisition & assigning of accommodation requirements for programs & events of the Cultural Olympiad, Celebration Sites, Sports Production, Villages & other program areas as well as ensuring the services are delivered.	<ul style="list-style-type: none"> 2-5 years of related work experience as a Travel &/or Accommodations Coordinator in a theatrical or event related area Schedule management experience required 	Vancouver	2009-08-01 to 2010-03-21

NRG Energy

Working in close collaboration with the venue construction & overlay teams, & in consultation with corporate partners, the Energy Services function is responsible for the provision & implementation of all permanent & temporary, reliable, redundant power infrastructure required for the Games. Key activities include planning & implementing of electrical safety initiatives, emergency preparation & the testing of operating plans & Games-time power infrastructure operations.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Energy Deputy Manager (3)	As a member of the Energy Services team, this position will support the Energy Services Manager with the development, project management & implementation of Games Time operation of Venue electrical systems required for venues.	<ul style="list-style-type: none"> Completion of a Canadian apprenticeship program in electrical technology with a focus on building wiring & power distribution or a technical diploma from a recognized institution in a field related to electrical design or equivalent proven international sports event management experience related to temporary power distribution 5 years experience in installing or designing power distribution systems & electrical infrastructure in Canada (600V distribution experience) 3+ years working as part of a project team delivering high quality & reliable power infrastructure systems Experience in the delivery of temporary power infrastructure for events such as major sporting, concerts, exhibitions & theatre is a definite asset 	Vancouver	2009-08-01 to 2010-03-21

EVS Event Services

Event Services is responsible for planning & managing the spectator experience at all Olympic & Paralympic Games Competition & Ceremonies Venues as well as Celebration Sites. Our primary focus is to assist spectators, however we also serve accredited participants such as athletes & media & other Vancouver 2010 workforce members.

Sample Roles:



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Staff Vancouver- 288 Whistler- 40	Perform customer service duties at a venue such as logistical support, access control, spectator marshal, & communications	<ul style="list-style-type: none"> Customer service experience preferred 	Vancouver & Whistler	All positions beginning on 2009-10-01, with some completing on 2009-02-28 & others on 2010-03-25
Supervisor Vancouver- 153 Whistler- 18	Supervision of Event Services staff to ensure the adequate level of service is being provided to all guests (Spectators & accredited).	<ul style="list-style-type: none"> Customer service experience Previous experience working with & supervising staff or volunteers an asset Event experience preferred 	Vancouver & Whistler	All positions beginning on 2009-10-01, with some completing on 2009-02-28 & others on 2010-03-25

FNC Finance

The Finance function is responsible for financial reporting & accounting services, budget development & management, tax services, oversight of the Rate Card program, treasury & foreign exchange management & dissolution planning & execution.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Finance Analyst (1)	Responsibilities will include: managing the month end process, maintaining general ledgers, analysis, assist with preparation of financial reports & memorandums, coordinating preparation of working papers, maintaining accounting process documentation & ensuring adequacy of & adherence to internal controls. Assist the Manager, Finance in managing the internal & external financial reporting, researching accounting guidance & be involved in tax related special projects.	<ul style="list-style-type: none"> 3 years of related work experience is required, preferably with a medium to large organization Thorough knowledge of both Canadian GAAP & current best practices relating to the control environment & experience with applying this to an organization's financial reporting Exposure to or experience in taxation issues CA, CGA or CMA designation is required 	Vancouver	2009-07-01 to 2010-03-21
Payroll Administrator (2)	Ensure timely & accurate processing of payroll. This position will answer employee inquiries regarding payroll deductions, ensure appropriate documentation is obtained to support all payroll entries, assist in the month end processing of payroll & reconciliations & support Human Resources in benefits administration.	<ul style="list-style-type: none"> 2-3 years of previous payroll experience Knowledge of labour standards Strong working knowledge of the Microsoft products including Excel & Word Must be able to pay attention to detail & accuracy with numbers Strong customer service & interpersonal skills 	Vancouver	2009-08-03 to 2010-03-31

FAB Food & Beverage

Food & Beverage is responsible for delivering safe & high-quality food & beverage products to all constituent groups during the Games.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Food & Beverage Venue Manager (2)	Managing within the Vancouver cluster of competition & non-competition venues, this position has the main responsibility of working with venue owners & contracted caterers to ensure that all VANOC standards of service & product quality are maintained for all of our customer groups.	<ul style="list-style-type: none"> Previous multi-sport food & beverage experience 5+ years of 'hands-on' experience within food & beverage management with emphasis on project planning & relationship management Catering procurement, negotiating & contracting experience required Food safety handling certificate 	Vancouver	2009-08-01 to 2010-02-28



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Food & Beverage Assistant Venue Manager (5)	Assist with the management of the Vancouver cluster of competition & non-competition venues, this position has the main responsibility of working with venue owners & contracted caterers to ensure that all VANOC standards of service & product quality are maintained for all of our customer groups.	<ul style="list-style-type: none"> • Previous multi-sport food & beverage experience • 5+ years of 'hands-on' experience within food & beverage management with emphasis on project planning & relationship management • Catering procurement, negotiating & contracting experience required • Food safety handling certificate 	Vancouver	2010-01-01 to 2010-02-28
Food & Beverage Coordinator (3)	Assist in the coordination of the Whistler cluster of competition & non-competition venues, this position has the main responsibility of working with venue owners & contracted caterers to ensure that all VANOC standards of service & product quality are maintained.	<ul style="list-style-type: none"> • Previous multi-sport food & beverage experience • Food safety handling certificate 	Whistler	2010-01-04 to 2010-02-28

LOG Logistics

The Logistics function is responsible for management of the assets & materials of the Games (excluding Athletes' Villages) including material planning, receipt, storage, distribution/deployment at venues & the recovery & disposition of these items, inclusive of competition venues, non-competition venues, ceremonies, & Look of the Games.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Assistant Venue Logistics Manager (8)	Assist in the planning, implementation & delivery of Venue Logistics operations at a specific venue.	<ul style="list-style-type: none"> • Experience in a leadership role in a logistics or event environment, preferably in a venue based role in major sporting events • Knowledge of WorkSafe BC safety regulations as they pertain to event management & handling of hazardous materials • Proven leadership skills 	Vancouver	2009-08-01 to 2010-03-30
Inventory Coordinator (3)	Responsible for all aspects of tracking & maintaining accurate records of all inventories that are held in the warehouse distribution centres, at the venues & other locations where assets may be stored or used.	<ul style="list-style-type: none"> • Experience in the utilization of a complex integrated warehouse/ logistics management system is desired • Experience in implementing procedures • Strong attention to detail & a strong customer service focus are essential • Excellent administrative & computer skills 	Vancouver	2009-08-01 to 2010-03-21
Delivery Driver (16)	Operate VANOC supplied fleet vehicles & conduct pickups & deliveries between all Vancouver 2010 venues & the Main Distribution Centre.	<ul style="list-style-type: none"> • Minimum 2 years of driving experience • Valid Class 5 British Columbia driver's license • Current clean driver's abstract • Knowledge of warehousing/ distribution/inventory systems an asset • Minimum of 1 year driving experience within Metro Vancouver are with good knowledge of roads & applicable routes 	Vancouver	2009-08-01 to 2010-03-21
Lead Hand (1)	Responsible for overseeing the safe & secure receipt, storage, distribution & recovery of goods at the VANOC Main Distribution Centre (MDC) Warehouse. Core responsibilities include supervising staff, scheduling work shifts, assisting the Manager, MDC Warehouse Operations in policy & procedure implementation, coordinating work assignments, evaluating & managing employee performance, & determining training requirements.	<ul style="list-style-type: none"> • Minimum of 2 years of experience in a Lead Hand role in a fast paced warehouse distribution operation • Minimum 2 years experience supervising a team • Willing to work weekends, days, evenings, &/or night shifts on a 24/7 rotation where needed • Valid Lift Truck operator certification is required • Must be able to regularly lift items up to 50 lbs 	Vancouver	2009-08-01 to 2010-03-21
Material Handler (15)	Receiving, picking, staging, & shipping inventory per work orders. Core responsibilities include operating material handling equipment & physical handling of inventory within warehouse environment.	<ul style="list-style-type: none"> • 2+ years experience in a warehouse distribution environment • Must be able to regularly lift items up to 50 lbs 	Vancouver	Positions beginning from now until 2009-12-31 and completing on 2009-02-28, 2010-03-25 or 2010-04-15



LOK Look of the Games

To create a memorable visual experience for athletes, spectators, & the international broadcast audiences through the integrated application of “Vancouver 2010” Look of the Games treatments & signage.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Contract Manager (1)	Responsible for managing all contracts for Look of the Games for installation & production services required Look treatments & wayfinding signage at all venues	<ul style="list-style-type: none"> 5+ years experience contract management experience Industry knowledge (Signage manufacturing/Brand & Creative Services) Strong communication & negotiation skills 	Vancouver	2009-08-01 to 2010-02-28
Installation Manager (1)	Responsible for managing the installation process for all venues for the Look of the Games ‘treatments’ & wayfinding signage	<ul style="list-style-type: none"> 5+ years of experience in a management position in similar industry (Signage or Brand & Creative) Previous experience managing contracted services Construction & Safety knowledge required 	Vancouver	2009-08-01 to 2010-02-28
Look Storage Coordinator (1)	Coordinates inventory & storage of goods for Look Treatments & Wayfinding Signage	<ul style="list-style-type: none"> 2 years experience in inventory control, warehousing or storage industry an asset Strong customer service skills & attention to detail Strong MS Office Skills & experience with inventory management system an asset 	Vancouver	2009-08-01 to 2010-03-21

NCS NOC/NPC Services

NOC/NPC Services serves as the primary liaison & only point of contact between VANOC & our National Olympic Committee (NOC) & National Paralympic Committee (NPC) partners, in the period leading up to & during the Olympic & Paralympic Games. NOCs develop, promote & protect the Olympic Movement in their respective countries, in accordance with the Olympic Charter. NPCs are national organizations recognized by the IPC as the sole representative of the athletes with a disability in their country or territory.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
NOC and NPC Assistants Program Coordinator (1)	Support the development and implementation of the volunteer host / assistants program for the National Olympic Committees (NOC) and National Paralympic Committees (NPC) in the areas of selection, training, organization and management of 1,000+ volunteer hosts.	<ul style="list-style-type: none"> Experience in HR and issue & conflict resolution Experience with recruitment, training and management of volunteers preferred Experience in meeting planning and project management Strong facilitation/presentation skills with varying group sizes and audiences with broad experiences and backgrounds 	Vancouver	2009-12-01 to 2010-03-21
Delegation Registration Meetings Coordinator (1)	Coordinate in autonomy the National Olympic Committee (NOC) Relations during the Delegation Registration meetings. Support NOC Services and NOC/NPC Assistants program as needed.	<ul style="list-style-type: none"> Excellent interpersonal skills and ability to work across cultural barriers Experience in conflict resolution and problem solving; ability to negotiate and communicate across organizational levels 	Vancouver	2009-09-01 to 2010-03-24
NOC Relations Deputy Manager (1)	Support the Manager of the NOC Relations in resolving issues and supporting the National Olympic Committees and NOC Services from the Olympic Village Vancouver.	<ul style="list-style-type: none"> Minimum Bachelor’s degree Ability to negotiate and communicate across organizational levels Excellent interpersonal skills and ability to work across cultural barriers Experience in conflict resolution and problem solving Ability to stay calm under pressure and in stressful situations Fluency in other languages an asset 	Vancouver	2009-10-01 to 2010-03-04

OFL Official Languages

In keeping with Canada’s proud linguistic duality & great cultural diversity, the Official Languages function will work in close collaboration with Francophone communities across Canada as well as other VANOC functions to promote our two official languages in order to ensure the delivery of truly bilingual Games.

Sample Roles:



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Revision Specialist	Implementation of the Games Official Languages requirements (French/English) by revising promotional and informative material provided by VANOC and intended for a variety of audiences such as the public, media, and international organizations prior to, during and after the Games.	<ul style="list-style-type: none"> 5 - 10 years experience in corporate communications, journalism, publications, or related area Translation degree or diploma from a recognized institution Excellent revision skills with the ability to go beyond literal translation by capturing the essence of a text and adapt it in the other language Fluency in English and French required, both written and oral 	Vancouver	2009-10-01 to 2010-02-28
Translation Support (4)	Responsible for providing support to the Translation team in the areas of translating different types of documents (including news releases, advertising literature and booklets, guides, technical manuals, songs, slogans and audiovisual productions) from English to French. Assist with proofreading of pre-production materials and with the preparation of lexicon.	<ul style="list-style-type: none"> Min. of 2+ years experience in translating documents from English to French. Excellent translation skills and ability to go beyond literal translation, to capture the essence of the text and to adapt it in another language Exceptional knowledge of grammar and syntax in French and English and ability to research terminology from English to French Fluency in English and French required, both written and oral 	Vancouver	2009-10-01 to 2010-02-28

VIL Olympic/Paralympic Villages

The Athletes' Villages function is responsible for VANOC's Olympic & Paralympic Village planning, oversight of the development & implementation of all operations, services, temporary facilities & equipment required to operate the Olympic & Paralympic Villages. The Villages will include approximately 4,800 beds housed in Vancouver & Whistler.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Associate, Village Support Services (9)	Oversee the administration of the Support Services Operations Centre. In addition, they will perform the dispatching process for the Village work orders.	<ul style="list-style-type: none"> Experience with Microsoft Office Suite Previous conflict management experience 	Vancouver	2010-01-11 to 2010-03-01
Representative, Welcome Centre, Olympic Village (5)	Assist the Welcome Centre staff with the Village resident & other client groups' arrival processes.	<ul style="list-style-type: none"> Customer service focus essential Experience in hospitality, travel & tourism an asset Fluency in as second language such as French, Russian, German, Japanese, Korean, American Sign Language or other languages, an asset 	Vancouver	2010-01-22 to 2010-03-03, 2010-03-12
Housekeeping Supervisor, Olympic Village Vancouver – 8 Whistler - 8	Oversee and manage a pre-determined section of the Olympic and/or Paralympic Village as it relates to housekeeping in residential spaces, while working with key management and Villages Support Services.	<ul style="list-style-type: none"> 2+ years of commercial or residential housekeeping experience at a supervisory level required Previous experience in housing related services (e.g. housekeeping, laundry, custodial and or janitorial operations.) Experience in dealing with complex third party contracts and related issues 	Vancouver & Whistler	2010-01-04 to 2010-03-25
Resident Host Associate, Olympic Village (11)	Support the Resident Services team in assisting the Village residents.	<ul style="list-style-type: none"> Customer service focus essential Fluency in as second language such as French, Russian, German, Japanese, Korean, American Sign Language or other languages, an asset 	Vancouver	Various start dates starting, including 2009-11-01 or 2010-01-04 or 2010-01-22 to 2010-03-03 or 2010-03-12 or 2010-03-24



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Food & Beverage Duty Manager, Olympic Village Vancouver – 3 Whistler - 3	Managing all of the components of the food and beverage program for the Athlete Villages, this position has the main responsibility of working with the contracted caterer and contracted kitchen provider to ensure that all VANOC standards of service and product quality are maintained. The manager will be a part of the Village operations team and will ensure contractor achievement of planning milestones and assist in integrating the contracted caterer into the Village operation.	<ul style="list-style-type: none"> • 2+ years of experience at progressive F&B levels with emphasis on operations • Experience in a hotel or catering environment an asset • Previous multi faceted event experience required • Food safety handling certificate 	Vancouver & Whistler	Various start dates including, 2010-01-04 or 2010-01-11 to 2010-03-06 or 2010-03-24
Support Centre Supervisor, Olympic Village (4)	Responsible for assisting with the day-to-day planning and operational coordination of the Support Services Operations Centre (SSOC). The Support Services Operation Centre is the operations and contact centre for the Olympic & Paralympic Villages.	<ul style="list-style-type: none"> • Experience with Microsoft Office Suite • Conflict management experience • Ability to work flexible hours • Previous call centre experience an asset 	Vancouver	Various tart dates including, 2009-10-05 or 2009-10-13 to 2010-03-31 or 2010-04-16

GOL Overlay

The Overlay function is responsible for developing an integrated venue design & installing the temporary infrastructure required to provide a good working & spectator environment for all Olympic & Paralympic client groups.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Commodity Coordinator (1)	Part of a multi department team developing the technical specifications for commodities required for the temporary infrastructure for the Games venues. Assists with sourcing suppliers , assists the procurement team with developing & writing technical specifications for the commodities.	<ul style="list-style-type: none"> • 3-5 years experience in project management, procurement &/or contracts management of goods &/or services preferably in the construction or similar industry • Technical knowledge of construction industry materials • Excellent organizational, time-management, administrative & computer skills (MS Office/Excel) required • Experience working with & maintaining databases 	Vancouver	2009-08-01 to 2010-03-21
Deputy Manager, Cable Management (1)	Support & assist the Director Broadcast Overlay Technical for the development, project management & implementation of designs & integration plans to support cable management systems required for all venues. The integration plan will include but is not limited to Energy Services, Technology, & all Cable Management Systems required to support the Games.	<ul style="list-style-type: none"> • 10 years experience in design/project management • 5+ years experience in the delivery of temporary technical infrastructure required for events such as major sporting, concerts, exhibitions & theatre. • Experience in management of Technical, Broadcast or Energy infrastructures within a multiple purpose event environment • Experienced snow mobile operator 	Vancouver	2009-08-01 to 2010-03-21
Rigging/Lighting Manager (1)	Support & assist the project management, development, & implementation of designs & operational integration plans to support all rigging systems required for all Games venues.	<ul style="list-style-type: none"> • A degree or diploma from a recognized institution in a related field or equivalent proven international sports event management experience • 10 years experience in design, broadcast, entertainment project management engineering • 5+ years experience in the delivery of temporary technical infrastructure required for events 	Vancouver	2009-08-01 to 2010-03-21
Manager, Overlay (1)	Responsible for managing the Overlay program of design, development & delivery of the temporary infrastructure required for staging the Games. The manager would initially be responsible for multiple venues focusing on one venue or cluster prior to Games time.	<ul style="list-style-type: none"> • A degree, diploma or certificate from a recognized institution in a related field such as architecture, interior architecture, urban design or planning • Construction experience an asset • 5+ years experience in a design firm in a similar role 	Vancouver	2009-08-01 to 2010-03-21



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Site Coordinator (1)	Assist the Overlay Manager on the delivery & decommissioning of temporary commodities required at a venue. This position also assists the Overlay Manager in the site management of all temporary facilities during the operational period.	<ul style="list-style-type: none"> Knowledge & experience of event build out an asset An understanding of building codes, design, & construction criteria, drawings ortho photos & contour mapping, as well as temporary installations an asset 	Vancouver	2010-01-01 to 2010-03-21

PRS Press Ops

The Press Operations function is responsible for planning, preparation & provision of services required for the efficient & professional operation of accredited written & photographic media & their technical & support staff.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Flash Quote Reporter (28)	Responsible for flash quotes from athletes & coaches in the mixed zone immediately after competition. Assist in the coordination of Olympic News Service volunteer staff in the mixed zone & press conference operations.	<ul style="list-style-type: none"> Strong reporting track record & experience interviewing high profile individuals Previous experience using the INFO system is an asset 	Vancouver & Whistler	2010-01-29 to 2010-02-28
Main Press Centre (MPC) Olympic News Service (ONS) Supervisor (2)	Managing & supervising the effective functioning of the Main Press Centre pigeon holes, including receiving results reports, photocopying selected news reports & distributing these to the pigeon holes. Liaising with the Print Distribution team, training & assigning tasks to the Olympic News Service Co-ordinators, & managing work schedules.	<ul style="list-style-type: none"> Previous experience in major events with press operations Excellent computer skills in Microsoft Office Previous experience using the INFO system an asset 	Vancouver	2009-12-01 to 2010-03-06
Main Press Centre Help Desk Supervisor (2)	Manage the operations of the Main Help Desk located in the main lobby of the Main Media Centre, & provides services for both press & broadcasters.	<ul style="list-style-type: none"> Previous experience with major events in press operations Excellent Microsoft Office skills & database management Multiple language skills an asset 	Vancouver	2009-12-01 to 2010-03-31
Mixed Zone Supervisor (14)	Responsible for manage & coordinating the operation of the Press Mixed Zone. Work in collaboration with Sport, the Olympic Broadcasting Services, Broadcast Mixed Zone Manager & the National Olympic Committee Press Attachés to ensure Press have unrestricted access to athlete interviews post-competition. The Press Mixed Zone Supervisor will also implement and enforce the International Olympic Committee (IOC) priority order of OBSV Broadcasters, Radio, International Press Agencies and Press in the Mixed Zone	<ul style="list-style-type: none"> Excellent Microsoft Office skills & database management Previous experience with major events in press operations Sport-specific knowledge is desirable. 	Vancouver & Whistler	2010-01-15 to 2010-02-28
Venue Photo Supervisor (17)	Supervise the operation of all Photo areas & services at a venue, including coordination with other functional areas at the venue & ensuring an optimum level of support to the Press.	<ul style="list-style-type: none"> Previous event experience required Excellent computer skills, specifically with Microsoft programs & database management 	Vancouver & Whistler	2010-01-15 to 2010-02-28

SCW Snow, Cleaning & Waste

The Snow Removal, Cleaning & Waste function is responsible for planning, designing & implementing a cleaning & waste management system to meet VANOC's Zero Waste Commitment, & a snow clearing & removal system.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Snow Removal, Cleaning & Waste Coordinator – Transportation (6)	Assist Manager in the planning & integration of contractors for services related to Snow Management, Cleaning & Waste programs for venues.	<ul style="list-style-type: none"> Experience within facilities, event management or related area 	Vancouver	2009-09-01 to 2010-02-28
Snow Removal, Cleaning & Waste Coordinator (6)	The initial phase of this role will involve the planning & integration of contractors for service provisions & the final phase will be operational.	<ul style="list-style-type: none"> Experience in a leadership/management role in facilities, event management or related area 	Whistler	2009-09-01 to 2010-02-28



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Manager, Snow Removal, Cleaning & Waste – Transportation sites (1)	Manage the planning & integration of contractors for services related to Snow Management, Cleaning & Waste programs for venues.	<ul style="list-style-type: none"> A minimum of 3 – 5 years of experience in a leadership/management role in facilities or building cleaning management or related area such as venue operations Experience within facilities, event management or related area 	Vancouver & Whistler	2009-11-01 to 2010-02-28

SPT Sport

The Sport function is comprised of three departments:

- **Competition Management**

Competition Management is responsible for the development & management of the Field of Play (FOP) within the rules of each International Sport Federation (IF) or International Paralympic Sport Federation (IPSF).

- **Sport Services**

Responsible for managing any planning, projects or services that cross all sports. This includes; sport planning, sport equipment, weather, sport entries, sport publications, the competition schedule, Paralympic classification & International Sport Federation & International Paralympic Sport Federation services.

- **Sport Production**

Responsible for entertaining, educating & engaging the spectators at the competition venues. This includes selecting announcers, programming the video boards & providing music that enhances the spectators & athletes' experience.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Ceremonies Coordinator (5)	Responsible for assisting in the delivery of the Victory Ceremonies/Team Welcome Ceremonies, including ensuring the athlete's moment is spectacular. Responsibilities include acting as the main point of contact for Sport Production team members in the lead-up to and during the Games and to coordinate the daily management of Ceremonies team members, including arrivals, departures, role allocation, assigning of tasks and break times.	<ul style="list-style-type: none"> Experience in sport and / or theatre background desirable Experience working with volunteers and / or leading teams of people Proven ability to use radio communications systems as well as follow run-sheets, music cues and scripts 	Vancouver & Whistler	2010-01-01 to 2010-03-22
Field Producer (8)	Responsible for planning and coordinating the interviews, contests and activities happening on the field of play during scheduled breaks to keep the spectators informed, engaged and entertained.	<ul style="list-style-type: none"> Major event experience preferred Minimum of 3-5 years of Sport Entertainment, television or live event experience Knowledge of the Canadian and International sport system 	Vancouver & Whistler	2010-02-05 to 2010-02-28
Production Coordinators (8)	Responsible for assisting the Associate Venue Producer in entertainment production elements.	<ul style="list-style-type: none"> Major event experience preferred Minimum of 1-3 years of Sport Entertainment, television or live event experience Knowledge of the Canadian and International sport system 	Vancouver & Whistler	All positions beginning on 2010-02-05, with some completing on 2009-02-28 & others on 2010-03-25
Coordinator, Sport Information Services (4)	This position will be responsible for the distribution and communication of sport related information between the Olympic/Paralympic Villages to the relevant competition and training venues.	<ul style="list-style-type: none"> 1 – 3 years of related work experience in sport administration, project management or a related field (with awareness of the world of sport and sport event management) Excellent interpersonal, customer service and organizational skills University Degree in Sport Administration or Management an asset 	Vancouver & Whistler	All positions beginning on 2009-10-01, with some completing on 2009-02-28 & others on 2010-03-25

TEC Technology

The responsibilities of the Technical Infrastructure function cover the entire range of technology equipment & infrastructure required for the Games including:

- **Venue Planning:** responsible for technology infrastructure requirements definition, design co-ordination, implementation, venue space required for Games time operations, as well as Games time operation practices & procedures. At Games time the team is responsible for technology venue operations.
- **Telecommunications:** The Games require an extensive telecommunications network to support the venues & interconnect them to the Broadcast Centre & VANOC headquarters & Data Centre. A wireless telecommunications infrastructure is also required for cellular traffic, WiFi access & support for two way radios.
- **VANOC Office Support:** provides for the overall technology needs of VANOC staff, such as computers, networks, printers & telephones.



In addition, this function is responsible for technical rooms such as data centres, the operations centre & equipment rooms, providing computer hardware, operating systems & software.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Desktop Support – Shift Work (4)	Support VANOC staff and partners by ensuring their desktop computer, phone and peripheral equipment and software work effectively.	<ul style="list-style-type: none"> 2–4 years of related work experience is required Proven track record in PC hardware and software support Sound understanding of basic IP and Microsoft networking principles Strong customer service aptitude Certificates: A+ and Microsoft certification (i.e. MCSE) Fluency in French an asset 	Vancouver	2009-09-01 to 2010-02-28
Assistant Technology Implementation Manager (3)	Provide support during the Technology Implementation and decommissioning phases, including the delivery, installation, and Quality Assurance of the hardware architecture on venues, providing coordination between the Venue Technology Manager and all the other parties involved in the venue technology implementation.	<ul style="list-style-type: none"> 3 - 5 years of experience in event, technology or logistics management, preferably in a logistics role in major sporting events Experience in the implementation of technical rooms, offices and/or Call Centres, or in an Information Technology roll out for a large company Knowledge of networking and IT systems Ability to manage relationships in a complex environment Proven leadership skills 	Vancouver	2009-10-01 to 2010-03-21
Technology Logistics Support (1)	Support the asset management of VANOC's technology equipment through to Games – time. Execute asset management policies and procedures, and work closely with VANOC Logistics and Venue Technology staff to ensure asset tracking and logistics support procedures are in place and functioning. This position will have duties both in VANOC's headquarters and the warehouse facility in Delta; candidates should expect to spend significant time in both locations.	<ul style="list-style-type: none"> Previous experiences in large events or high volume warehouse operations a plus. Excellent organization, spreadsheet and writing skills required. Knowledge of Excel a must Knowledge of Access an asset 	Vancouver & Delta	2009-09-01 to 2010-04-30
Assistant Venue Technology Manager (8)	Assist in all areas with regards to venue planning and operations. This will include venue equipment allocations, establishing fit-out schedule requirements and installation of all services and equipment within the venue(s).	<ul style="list-style-type: none"> A degree or diploma from a recognized institution in a related field Minimum of 2 years experience in IT within the Technology sector Outstanding interpersonal and relationship building skills, with the ability to work across all functions and vertically at all levels of the organization. Proven ability to lead cross-functional teams and strong negotiation and presentation skills 	Vancouver & Whistler	2009-09-01 to 2010-02-28

TRN Transportation

With one of the largest teams at VANOC, the Transportation function is responsible for planning & implementing systems, policies & procedures that provide for the transport of people to & from Games venues, facilities & related sites. VANOC is directly responsible for developing & providing appropriate transportation systems to meet the needs of different groups as well as collaborating with external stakeholders & authorities.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Fleet Supervisor (22)	Responsible for implementing the operations plan at the fleet depots.	<ul style="list-style-type: none"> Experience in public transportation, motor coach industry, rental vehicle industry &/ Proven experience in a related professional specialty Proven experience in operations planning & project management to achieve targets within established framework Strong Microsoft Office skills (Word, Excel, Outlook Calendar) Ability to work closely & cooperatively with internal & external stakeholders 	Vancouver & Whistler	2009/10/01 to 2010/03/31



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Workforce Scheduling Coordinator (1)	Responsible for scheduling workforce & project rollout for Pre-Games, Olympic, & Paralympic events.	<ul style="list-style-type: none"> Related work experience, preferably in a project management field 	Vancouver	2009/10/01 to 2010/03/31
Assistant Venue Transportation Manager (26)	The Assistant Venue Transportation Manager (AVTM) will provide service & planning support to the Transportation Function & the Venue Transportation Manager.	<ul style="list-style-type: none"> Minimum 1 year experience in the transportation or event management field Previous experience with priority-level Client Groups preferred 	Vancouver & Whistler	2009-11-01 to 2010-03-31
Yard Assistant (35)	Support the daily fleet operations & conducts minor maintenance of fleet of vehicles, including cleaning (inside & out), checking for damage, overseeing repairs, shuttling vehicles, parking vehicles & aids in registration & deactivation of insurance.	<ul style="list-style-type: none"> Previous experience in the automotive industry is an asset 	Vancouver	2009/10/01 to 2010/03/31

VEM Venue Management

Venue Management is responsible for operating the Games competition & training venues, for ensuring that all client group needs & services are met & that operational plans & procedures are developed & then implemented for all venue activities.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Venue Communications Centre Managers (10)	Event Communications is responsible for facilitating on-venue communication via face-to-face, cell phone, & radio conversations. The method of monitoring radio chatter is via a radio dispatch centre called the "Venue Communication Centre" (VCC). The VCC is the main communication & information hub of the venue & will assist the venue team by facilitating two-way radio-communications, providing up-to-date event related information & assisting with issue tracking & issue resolution.	<ul style="list-style-type: none"> Excellent interpersonal, organizational & relationship building skills Clear oral, written, & communication skills Ability to manage a team & follow directions from multiple supervisors Ability to multi-task & assign priority to multiple projects at any given time Operational event experience with the ability to react to the 'big picture' Experience leading, training, nurturing, & supporting volunteers 	Vancouver & Whistler	2009-10-01 to 2010-03-25
Operations Manager (1)	Assist with the development & management of the Venue Team.	<ul style="list-style-type: none"> Assist with the development of the Venue Operations Plan Manage information flow to all Functions with regards to venue operations Assist with the coordination of operational & service requirements in conjunction with VANOC Functional Areas 	Vancouver	2009-10-01 To 2010-03-25

WRK Workforce/Human Resources

The Workforce/Human Resources function is responsible for all aspects of the workforce journey, including planning, recruiting, training, retaining & caring for the workforce staging the Games. The workforce includes paid staff, volunteers & contractors.

Sample Roles:

Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Coordinator, Training Administration (1)	Assist with a variety of tasks to ensure smooth training operations, includes training-related facilities bookings, invitation management and logistical support for training programs. Provide project support to the Training Specialists on a wide range of projects, as well as coordinate general administration within the function.	<ul style="list-style-type: none"> 3 years of related work experience Proven planning and project coordination skills and experience Previous experience in Training environments an asset 	Vancouver	2009-09-01 to 2010-02-28
Administrative Assistant, Workforce Planning (1)	Provide administrative support to the Workforce Planning Team. Responsibilities include data entry, meeting scheduling, research, and support with planning and coordination of various projects.	<ul style="list-style-type: none"> Excellent customer service and interpersonal skills, including good oral and written communication skills Proficient use of MS suite of products, with an emphasis of MS Excel, Outlook, Word and PowerPoint. Other database familiarity an asset. 	Vancouver	2009-09-01 to 2010-02-28



Title / # of Positions to Fill	Job Summary	Job Qualifications	Location	Duration of Employment
Data Entry Assistant, Human Resources (7)	This position will provide data entry assistance to the Human Resources team. This position will support data administration of the staff on-boarding, accreditation and exiting processes.	<ul style="list-style-type: none"> • 1 – 3 years of related work experience in data entry or as an administrative assistant • Education or experience within the human resources field is an asset • Excellent organization, time-management, administrative and computer skills essential 	Vancouver	2009-09-01 to 2010-02-28

**SECONDMENT AGREEMENT
(Contributor Form)**

This Secondment Agreement is entered into this ____ day of _____, 2009

AMONG:

**VANCOUVER ORGANIZING COMMITTEE FOR THE
2010 OLYMPIC AND PARALYMPIC WINTER GAMES**, a
not-for-profit corporation having its head office at 400-3585
Graveley St., Vancouver, BC, V5K 5J5

("VANOC")

AND:

[NAME OF ORGANIZATION], a corporation with offices
located at _____

("Home Organization")

AND:

[EMPLOYEE NAME], an individual residing at

("Secundee")

BACKGROUND:

- A. VANOC has been incorporated to plan, organize, finance and stage the 2010 Olympic and Paralympic Winter Games (the "Games").
- B. The Home Organization would like to make a contribution to the Games by providing VANOC with the services of the Secundee, an employee of the Home Organization, during the period of time referred to in this Agreement.
- C. VANOC has identified the Secundee as an individual from the Home Organization that would be well suited to fill a VANOC staffing need and the Secundee has agreed to work for VANOC under the terms of this arrangement.

For and in consideration of the mutual promises and benefits described in this Agreement and other good and valuable consideration acknowledged by the parties, the parties agree as follows:

- 1. Term.** This Agreement shall commence on or around **[start date for secondment]** and, subject to prior termination in accordance with the terms hereof, shall continue to and expire on, **[end of secondment date]** (the "Term"). VANOC shall have the right, at its sole discretion, to extend the term of this Agreement for an additional period ending not later than March 31, 2010 in order to meet its staffing requirements for the Paralympic Games, provided that VANOC gives the Secundee and the Home Organization notice of such extension on or before August 31, 2009.
- 2. Seconded Services.** During the Term, the Secundee will perform such work for VANOC as may be required in the role of **[title]**, including but not limited to those duties set out in the position description attached as Schedule A (the "Services"). The Secundee shall take direction from and report to **[name / title]** or such other VANOC officer as may be communicated to the Secundee from time to time. The Secundee agrees that during the Term, the Secundee will only work for VANOC, despite remaining an employee of the Home Organization. The Secundee agrees to comply at all times during the Term with VANOC's policies and procedures, all of which will be available on

VANOC's intranet site. All work product of the Seconded in relation to the Services shall vest absolutely in VANOC and neither the Seconded nor the Home Organization shall have any right, title or interest in any of such work product.

3. VANOC Resources. VANOC will provide the Seconded with workspace, office furniture and desk telephones, together with such other office equipment, communications equipment and other resources as VANOC determines are necessary for the Seconded to carry out the Services. VANOC will also during the Term provide the Seconded with the use of its office shuttle service, access to VANOC's cafeteria, fitness centre and employee wellness programs and such other facilities, access and use privileges as VANOC generally provides for its own employees, subject to the same policies, procedures and terms of use as are applicable to VANOC employees.

4. Compensation & Expenses. During the Term, the Seconded will remain an employee of the Home Organization and continue to receive the same total compensation including wages and benefits (as adjusted by the Home Organization from time to time) as the Seconded would be receiving if providing services for the Home Organization. The Home Organization will be responsible for payment of the Seconded's salary, any incentive or performance bonus and continuation of benefits, including without limitation, vacation and sick leave. The Home Organization will also be responsible for deduction and remittance to the proper authorities of all income taxes, employment insurance premiums, Canada Pension Plan contributions and other assessments in respect of the remuneration paid to the Seconded. Notwithstanding the foregoing, the Home Organization will not be responsible for payment of WCB premiums. VANOC will remit such premiums in respect of the Seconded, as VANOC has received the opinion of WorkSafe BC that VANOC has responsibility for WCB coverage of seconded personnel. VANOC will have no obligation to make any payment to the Seconded (nor to reimburse the Home Organization) in respect of the compensation payable to the Seconded. The Seconded will not be entitled to participate in any benefit, retention, performance or other compensation and benefit plans available to employees of VANOC. If applicable, VANOC will reimburse the Seconded for expenses incurred with VANOC's prior approval in connection with the performance of the Services, in accordance with VANOC's expense policy.

5. Acknowledgement Regarding Compensation. The Home Organization acknowledges that it is not receiving any financial consideration, marketing rights, Games tickets, Games access privileges or any other financial benefit in exchange for the provision of the Seconded's services to VANOC under this Agreement. The Home Organization agrees that this Agreement provides the Home Organization with an opportunity to make a positive contribution to the Games, provides skills development opportunities for its employees and furthers the Home Organization's employee engagement and retention programs.

6. Vacation and Leave. The parties acknowledge that the Seconded has certain entitlement to vacation, time off or other leave in relation to the Seconded's employment with the Home Organization. However, the Seconded agrees to take only the maximum number of weeks vacation per year during the Term (pro-rated for any partial calendar year during the Term) consistent with that available to comparable VANOC employees, as advised by the Seconded's manager from time to time. For greater certainty, the Seconded waives any entitlement to vacation, time off or other leave (other than sick leave or leave permitted by law) which is in excess of vacation time, time off or other leave available to comparable VANOC employees. The Home Organization may agree to bank such waived time for use by the Seconded or payment to the Seconded in lieu of use upon the Seconded's return to work with the Home Organization after the Term. The Seconded will coordinate the scheduling of all vacation, time off or leave with VANOC.

7. Security Requirements. The Seconded agrees that given the sensitivity of Games security requirements, VANOC, in conjunction with the RCMP and in cooperation with any applicable local, national and/or international police forces or security agencies, may at any time and from time to time, conduct a criminal records search, police history information search and/or such other security checks and searches as VANOC may require (collectively, "Searches") in connection with the

secondment of the Secondee. Without limiting VANOC's rights to conduct Searches at any time, the Secondee acknowledges the particular importance of Searches being conducted prior to or at the commencement of this Agreement and again prior to any level of accreditation being granted to the Secondee for the Games. The Secondee agrees that upon VANOC's request at any time and from time to time, she will execute VANOC's Employee Security Clearance Form and/or such other documents or consents as VANOC may require in order to permit VANOC to have the Searches conducted. The Secondee further agrees that the secondment is conditional upon VANOC being satisfied with the outcome of the Searches, and VANOC reserves the right to deny Games accreditation to the Secondee or to terminate the secondment in the event that it determines, in its sole discretion, that the outcome of the Searches is not satisfactory.

8. Termination. Any party may terminate this Agreement at any time by giving the other parties sixty (60) days written notice. In addition, VANOC may terminate this Agreement at any time without notice in the following circumstances:

- (i) VANOC determines that the Secondee is not performing the Services in a manner satisfactory to VANOC or that the Secondee has committed a serious breach of any VANOC policy or engaged in conduct that would be considered cause for dismissal in an employment context;
- (ii) the results of any searches conducted by VANOC in accordance with Section 7 above are unsatisfactory to VANOC in its sole discretion;
- (iii) the Secondee becomes unavailable to perform the Services for any reason other than vacation or approved leave for any period exceeding fifteen consecutive working days or twenty working days in any calendar month; or
- (iv) the employment of the Secondee with the Home Organization is terminated for any reason.

In the event that any party exercises its right to terminate this Agreement early, the Secondee's employment with the Home Organization will not be affected, subject to any right of termination the Home Organization may otherwise have under the terms of its employment agreement with the Secondee. Immediately after completion or termination of the Agreement, the Secondee shall return to work with the Home Organization. VANOC shall in no event be liable to either the Secondee or the Home Organization for the payment of any amount for notice, pay in lieu of notice, severance or damages upon termination of this Agreement or any termination of the Secondee's employment with the Home Organization.

9. No Promotion of Relationship. In recognition of the exclusive rights VANOC has granted to its sponsors and other commercial partners, the Home Organization agrees that it will not advertise or promote the fact that it has seconded the Secondee to VANOC or otherwise refer to its association with VANOC for promotional purposes, including by means of media releases, public declarations, website content or other publicity through any medium whatsoever, without the express written consent of VANOC. The Home Organization will not use "VANOC", "Vancouver 2010", the official emblem, logo or mascot of the 2010 Olympic and Paralympic Winter Games or any other VANOC identification, as a reference or means of promotion, publicity or as a basis to create an association, express or implied, with VANOC, the 2010 Olympic and Paralympic Winter Games, the International Olympic Committee or the Olympic Movement.

10. Execution of VANOC Agreements; Confidentiality. Upon commencement of the Term, the Secondee agrees to sign VANOC's standard forms of Consent to Use of Likeness document, Ethics Policy Acknowledgement and Confidentiality and Information Management Agreement, copies of which will be presented to the Secondee upon commencement of the Term (and will be made available to the Home Organization on request). The Secondee agrees and acknowledges that in addition to complying with the obligations contained in the Confidentiality and Information Management Agreement, the Secondee acknowledges that the terms and conditions of this

Agreement as well as the terms and conditions of the Seconddee's employment with the Home Organization are confidential and will not be disclosed to any other person without VANOC's express consent.

11. Indemnification. VANOC will be responsible for and will indemnify and save harmless the Home Organization, its officers, directors, agents and employees, from all claims, losses or damages, and any reasonable associated costs, which relate to or arise directly or indirectly out of any breach of this Agreement by VANOC or any negligent acts or omissions of the Seconddee in connection with the Seconddee's performance of the Services at the direction of VANOC under this Agreement. Home Organization will be responsible for and will indemnify and save harmless VANOC, its officers, directors, agents and employees, from all claims, losses or damages, and any reasonable associated costs, which relate to or arise directly or indirectly out of any breach of a representation, warranty, promise or agreement made by Home Organization in this Agreement.

12. Access to Fleet Vehicles. VANOC has access to a large quantity of fleet vehicles through its sponsorship arrangements with General Motors. The Seconddee may from time to time during the course of the secondment be required or permitted to use a VANOC fleet vehicle in order to carry out the Services. The Seconddee's authorization to drive a VANOC fleet vehicle will be subject to confirmation that the Seconddee holds a valid driver's license and has a driving record that meets the conditions which General Motors has established for VANOC drivers of fleet vehicles. Accordingly, the Seconddee hereby authorizes VANOC from time to time to obtain from ICBC (or such other relevant agencies as may be required) the Seconddee's driver's abstract or such other driving information as is necessary to administer the fleet vehicle program.

13. General. This Agreement contains the entire agreement between the parties with respect to the subject matter of the secondment of the Seconddee to VANOC. The rights, benefits and privileges outlined in this Agreement are personal and accordingly, it may not be assigned by the Seconddee or VANOC. This Agreement will be governed by the laws of the Province of British Columbia and will be binding on the heirs, executors and administrators of the Seconddee and on the successors and assigns of VANOC and the Home Organization. In the event that any provision of this Agreement is determined to be invalid or unenforceable for any reason, the remaining provisions of this Agreement will not be affected by such determination and will remain in full force and effect to the fullest extent permitted by law. No consent or waiver, express or implied, by any party to or of any breach or default by another party hereto in the performance by the other of its obligations hereunder will be deemed to be a consent or waiver to or of any other breach or default of the same or any other obligation of such party.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date written above.

**VANCOUVER ORGANIZING COMMITTEE FOR
THE 2010 OLYMPIC AND PARALYMPIC
WINTER GAMES**

[NAME OF HOME ORGANIZATION]

By: _____

By: _____

By: _____

By: _____

[NAME OF SECONDEE]

**Schedule A
Position Description**