



Attaché Job Description

Our Objective

As ambassadors for the Comox Valley and the Mount Washington World Cup event, we are committed to helping our team(s) feel welcome and make a comfortable transition to our environment. We will give our team(s) our full support and encouragement to help them achieve their ambitions.

Be aware that despite our best efforts to assist them, teams may have different levels of need and/or interest in our services and we must respect this.

Key Responsibilities

- We will be aware of the registration and race notice process as information is made available on the WEB site.
- Once we have been assigned a team we will make introductory contact with our designated team leader/contact person, using e-mail correspondence.
- We will attend the Welcome Reception and Dinner (March 8th).
- We will meet the team(s) at their accommodations to ensure they are comfortably housed and they have all the information they require.
- Daily contact or site visits will be made to ensure any information needed is available.
- On training or race days, we will make site visits and support our teams.
- Every effort will be made to attend awards presentations and celebrations.
- Promptly advise the attaché coordinator of any issues, complaints or special requests from teams that might arise.

Skills and Knowledge Required

- Sensitivity awareness when speaking, interviewing or socializing with a person or athlete who has a disability.
- Information on the athlete registration and race notice process needs to be read and understood.
- Information on accommodation registration, the process and contacts needs to be known.
- Information on food services and alternatives should be known.
- Information on transportation on the hill and transportation back to Vancouver should be understood.
- Communication alternatives on the hill should be known; that is, telephone, e-mail access and snail mail options.
- Ability to speak the language of the country for which we are the attaché is a definite plus point.
- It is good practice to read up on the team's biographies, country of origin and customs, and to know the names of athletes and some of their accomplishments.
- If the team has a local sponsor, we should be aware of any requests the sponsor may have, for example, a team photo with the sponsor.
- In the event of an emergency, we need to be aware of the key contacts, procedures and the supports that are in place.