

# HSBC USA Women's Sevens Colorado

**Role Title: Team Liaison Officer (Reports to TLO Manager) Role Length: October 14th – October 22nd, 2018**

HSBC World Rugby Women's Sevens Series: Be a part of the most significant international sevens tournament of the year! Taking place for the first time in Glendale, Co, the HSBC Women's Sevens Series will welcome the best 12 women's teams from around the globe. Teams will compete at beautiful Infinity Park, home of Rugby Town USA. Team Liaison Officers become an extension of each team's staff, and are integral to the success of their assigned team, as well as the event. They are responsible for the support of the International Women's 7's teams in their preparations in the week leading up to and during the competition.

## **Essential Job Functions:**

- Be an ambassador for the team you are paired with, sharing local knowledge and showing local pride for the area.
- Main point of contact for event organizers to their assigned competing team
- Help coordinate ground transportation to stadium, hotel, training facilities during the team's stay while also acting as one of the team's driver's during the duration of the event.
- Assist manager and coach facilitate practices during the lead up to the event
- Facilitate sightseeing or recreation activities requested by the team during team's off time during the tournament
- Practice respect and hospitality towards all team members. Attend to all team concerns and needs in an efficient, professional and courteous manner, maintaining high standards of quality at all times
- Liaise with production and competition staff to assist in coordination of team's schedule on match days
- Support manager in documentation and requests for Tournament Participation, scheduling training ground use and other official functions such as squad lists
- Manage all supplies for teams, such as training equipment, water, isotonic, ice, towels, etc.

## **Required Knowledge & Skills:**

- Experience working in the planning and delivery of events
- Availability to work the entire week of the tournament, with hours dependent on teams training schedules
- Readiness to be on call 24 hours each day for any potential team need
- Excellent organizational skills, attention to detail and communication skills
- Ability to handle stressful situations in a calm and organized manner
- Ability to adapt to and process change in a real-time manner
- Fluency in multiple languages a plus
- Valid Driver's License

## **Compensation:**

**This is an unpaid, volunteer role. The following will be provided for TLOs to accomplish their daily duties.**

- Accommodation in team hotel (shared room with another Team Liaison)
- Meals (Breakfast, Lunch, Dinner) provided through the duration of your stay
- Daily Uniform
- Shuttle Transportation to and from the hotel, stadium, training venues and facilities during event day

**\*Selected Team Liaison Officers are expected to arrive on October 14th, 2018 and depart no earlier than October 22nd, 2018.**