



8/04/2021

**Job Title:** Director, Games Operations Center

**Reports to:** Director, Games Operations & Services

**Location:** Fort Lauderdale, Florida

**Position Timeframe:** Position will exist from hire date and will terminate May 31, 2022

The National Senior Games Association (NSGA) is a nonprofit Affiliate Organization Council member of the United States Olympic/Paralympic Committee that promotes health and wellness for adults 50 and over through education, fitness and sport. Since 1987, NSGA has governed the biennial National Senior Games, the largest multi-sport championship event in the world for seniors. The Association is comprised of 53 independent Member Games that conduct qualifying competition events. The 2022 National Senior Games presented by Humana will take place May 10-23, 2022 in Fort Lauderdale, Florida and surrounding communities. The Games will be home to a projected 10,000 athletes plus family members and visitors over the fourteen days of competition including Flame Arrival Celebration, the Celebration of Athletes and The Village.

#### **Job Summary**

The Director of Games Operations Center of the 2022 National Senior Games presented by Humana (22NSG) will have the primary responsibility for the organization and execution of all Games Time logging & documentation aspects for the 22NSG. The goal of the Games Operations Center is to provide the coordinating center for all operations as they are related to the 22NSG. Overall command and control of the games to include communications, public messaging, internal and external, logistic support, staffing, transportation, security, sports and venue management, regional jurisdiction coordination, state and federal coordination will all take place in the operations center. The position will provide communication and administrative leadership to the athletes, coaches, visitors, vendors and contractors as necessary to perform their Games duties. This position is responsible for the management of real time updates and games wide services and processes to support The Games as a whole. Games Operations is involved in both Games Time strategic planning and Games day-to-day operations. Likely areas of responsibility include:

- games family communication;
- logistics;
- medical;
- operations;
- public safety;
- security;
- transportation;
- sports management;
- sustainability;
- venue management.

This position will work collectively with each functional area, from the time of their selection through the post-Games debrief. This position will work directly with the National Senior Games Association staff (NSGA) to ensure the athletes, coaches and visitors experience the athletic, physical, cultural and social benefits of participating in the 22NSG while visiting Fort Lauderdale, Florida.



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**Job Requirements Preferred (Education, Knowledge, Skills)**

- Minimum 5 years' experience in day-to-day sports events management
- Background and passion for sports and the power it has to change individuals, communities and social structure
- Track record of demonstrating strong financial management and organizational leadership
- Negotiating skills and ability to work with senior management in the public and private sectors
- Exceptional communication skills, organizational, and administrative skills
- Demonstrated success in effective team building to ensure accomplishment of team goals
- An ability to work as a team member within the guidelines of the National Senior Games Association
- Bachelor's degree preferred

**Job Responsibilities (to include but not limited to):**

- Provide leadership and communicate with the NSGA Staff
- Coordinate the development of the center(s), organization structure, communication pathways, process, role and responsibilities, integration with other command and operation centers
- Coordinate with outside jurisdictions with informational updates, presentations or other event related information.
- Develop the consequence management plan for the 22NSG, provide training and coordinate an overall rehearsal of concept exercise to support the FLL Region and the Games
- Develop test and train staff on the concept of operations plan for the Game Operations Center
- Interface with all games areas to include health/medical, security, transportation, communications/GIS, and operations
- Provide for and manage the emergency and non-emergency alert notification system available through Broward County
- Source physical space to host the operations center, technology and infrastructure
- Partner with 22NSG staff and NSGA to identify all supplies needed and BRIK providers for supplies
- Daily presence during The Games dates from May 10-23, 2022
- Oversee training and management of games operations center workforce
- Actively prepare and participate in all scheduled meetings and conference calls as needed
- Ensure the safety and well-being of the NSG athletes, coaches, friends & family, and volunteers
- Support all marketing, website, and social media programs as needed
- Provide appropriate support for all non-sports events
- Work in close coordination with the 22NSG team and others to ensure overall success of The Games
- May include attendance to in-person meetings as well as travel to and from in Fort Lauderdale
- Provide necessary post-Games reports and other duties as required
- All other duties as assigned