



8/04/2021

**Job Title:** Manager, Logistics

**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 Manager, Logistics of the 2022 National Senior Games presented by Humana (22NSG) will have the primary responsibility for the organization and execution of all sports and operational/logistics aspects for the 22NSG. 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 services and processes that support the Games as a whole. Logistics is involved in both strategic planning and day-to-day operations. Responsibilities often cover several departments, as well as central services that link to all the teams in the organization. Likely areas of responsibility include:

- cleaning;
- event safety;
- logistics;
- operations;
- results;
- signage & decor;
- sustainability;
- venue management;
- volunteers;
- warehousing.

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.



8/04/2021

**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
- Manage logistics of assets, products and warehousing space for The Games in coordination with NSG Staff
- Oversee planning, delivery, and management of assets to multiple sports
- Oversee planning, delivery, and management of Games deliveries and inventory to and from venues
- Develop and maintain the field-of-play (FoP) equipment, training areas, and the competition equipment to each venue
- Planning and helping to deliver timing/scoring/results equipment
- Responsible for sports equipment, sports assets, and sport information deliverables
- Responsible for venue delivery schedule and asset inventory
- Engage and manage a team of paid, volunteer, and contractor workforce responsible for logistics warehousing and delivery schedules
- Develop logistics operating plan for each given sport
- Work closely with various FAs (Transport, Technology, Food, and Beverage, etc.) to clarify services required
- Oversee training and management of logistics workforce
- Actively prepare and participate in all scheduled meetings and conference calls as needed
- Provide appropriate support for all non-sports events
- 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
- Attend in person meetings in Fort Lauderdale as requested
- Work in close coordination with the 22NSG team and others to ensure overall success of The Games
- Provide necessary post-Games reports and other duties as required
- All other duties as assigned