



Arrivals and Departures Volunteer Chair

Volunteer with a fantastic staff at the Arctic Winter Games Headquarters in Palmer, Alaska (902. East Palmer-Wasilla Highway). Expected volunteer commitment time is 4-6 hours per week thru February 2024. Time commitment will increase to 8-9 hours per day starting March 4, 2024. You must be available to work leading up to and during Games Week (March 4- March 17, 2024). AWG volunteers receive an awesome winter jacket, hat and shirt.

This position will be responsible for:

- 1) coordinating and executing a plan for airport arrivals and departures for privately chartered international flights carrying approximately 2,000 attendees;
- 2) Listening and working with the Care and Comfort Director and other AWG staff;
- 3) Communication with the team that is planning hospitality areas, snacks and beverages, luggage handling, special deliveries of sports equipment, volunteer shifts and coordinating with the transportation services provider;
- 4) Attend regular meetings w/ AWG staff, US Customs and Border Patrol, Anchorage International Airport (AIA) representatives, Transportation contractor;
- 5) Coordinating and managing volunteers to assist at the airport;
- 6) Coordinating the transition between the airport and hotel/village check in and check out; and
- 7) Communicating with transportation dispatch.

Skills: Work experience in tourism/events, transportation, cruise ships, and/or airport management will gain preference, any direct experience with “arrivals and departures” is helpful, strong leadership skills, highly organized, valid driver’s license, must pass all background checks.

General Skills: Leadership experience required to lead a volunteer subcommittee of the Transportation committee which is one of the responsibilities of the Comfort and Care functional area within the Mat-Su 2024 Arctic Winter Games Host Society. Effective communication through written and oral platforms including the Google suite platform, responsibilities will include attending virtual and in person meetings and reporting back to the Comfort and Care Director and Senior Program Manager through meeting minutes and verbal communication. This volunteer needs a high level of organizational skills for working with the Director of Care and Comfort. Familiarity with the Google platform for email, document organization and use of Google sheets (Excel) for event planning.

Potential volunteers should provide past volunteer experiences and/or any relative educational degrees and/or certificates.

Please contact Anjanette Steer at anjanette.steer@awg2024.org or Mandy Mitchell volunteer @awg2024.org with any questions about this volunteer position.