

# ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

## — QUARTERMASTER —

### ACCOUNTABLE TO:

Sites and Services Manager

### SHARES RESPONSIBILITY WITH:

The entire of jamboree team.

### APPOINTMENT:

Appointed by the Jamboree Chair's for the period of time leading up to, during, and shortly after the jamboree.

### TIME REQUIRED:

5 hours per week, increasing once the jamboree date is nearer. In addition to a monthly jamboree team meeting, which may increase in frequency as the jamboree date gets nearer.

### ROLE:

The Quartermaster's main role his to be a single, centralized person for purchases and Acquisitions. The Quartermaster will need to design a system to manage Material Requisitions from all other departments and then seek out the most economic supplier. Once at the jamboree they'll need to organize propane exchanges and camping rental packages.

### MAIN DUTIES & RESPONSIBILITIES:

- Act as the Centralized Purchasing and Acquisition
- Jamboree Warehouse Management
- Coordinate all Jamboree Assets
- Handle post jamboree sale
- Construct, distribute and retrieve group rental packages
- Coordinate Propane Drop-Off/Pick-Up/Exchange
- Collaboratively construct a budget for your department with the rest of the jamboree team
- Be accountable for your spending and work to stay within your budget

### IDEAL QUALIFICATIONS:

Managers should be enthusiastic, committed to Scouting and possess a positive attitude. All managers should have the time available to excel in this role.

### RECOMMENDED SKILLS:

- Communication
- Time Management
- Planning
- Teamwork
- Leadership

### BENEFICIAL KNOWLEDGE:

- Scouts Canada's Programs and Resources
- By-laws, Policies and Procedures
- Scouts Canada's Mission
- Scouts Canada's Five Priorities

