

ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

— ADMINISTRATION MANAGER —

ACCOUNTABLE TO:

Jamboree Chair & Event 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 administration Manager will work very closely with the Jamboree Chair and the Jamboree Manger when it comes to managing the finances of the Jamboree. The Administration Manager will also manager registrations, and may want to appoint a Jamboree Registrar to assist them.

MAIN DUTIES & RESPONSIBILITIES:

- Handle all registrations through the website
- Manage registration reports along with other various reports
- Handle Finances for the Jamboree
- Manage Lost and Found
- Control Day Visitor Access
- Act as the single point of contact with participants and until assigned to a sub-camp
- Allocate groups to Sub-Camps
- Design the Arrivals and Departures Process
- Receive and Manage all forms, ie Medial/Dietary Forms
- 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

