

ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

— PROGRAM MANAGER —

ACCOUNTABLE TO:

Jamboree Chair & Event Manager

SHARES RESPONSIBILITY WITH:

The entire jamboree team, in particular the OOS Manager when it comes to OOS programming.

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 Program Manager will design and implement the entire program for the event. This individual should build multiple teams to work under them to ensure a successful Jamboree program. It will also be important for the Program manager to ensure that this jamboree runs a truly youth-led, Canadian path program.

MAIN DUTIES & RESPONSIBILITIES:

- Construct a Land Based, Water Based, Off-Site, and Drop-In Program
- Construct teams, to assist with the planning and delivery of the above program categories
- Incorporate both STEM and the Canadian Path into the overall Jamboree Program
- Put together a comprehensive Program Guide
- Design Program booking and change process
- 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
- Work with the OOS Manager to build a cohesive OOS program

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

