

ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

— SITES AND SERVICES 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 Sites and Services Manager is responsible for all things related to the site itself. The sites and Service Manager is responsible for things like Showers, water and garbage collection. They will need to ensure the site is ready for when we arrive and that the site is fully restored to its original state when we leave.

MAIN DUTIES & RESPONSIBILITIES:

- Pre-Jamboree site preparation and Post-Jamboree clean up and site restoration
- Coordinate Water, Electricity, Sanitation, Showers, Grey Water, Garbage Collection
- Ensure proper waste management and recycling
- Set up Signage
- Coordinate with the property manager
- Put together Site Maps
- Ensure Wi-Fi is working On-Site
- 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
- Oversee the Quartermaster and Transportation Manager

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

