

# ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

## — SUB-CAMPS MANAGER —

### ACCOUNTABLE TO:

Jamboree Chair & Event Manager

### SHARES RESPONSIBILITY WITH:

The entire jamboree team, in particular the OOS Manager to develop the OOS Sub-Camp.

### 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 Sub-Camps Manager is there to ensure that all participant sub camps run smoothly and efficiently. They'll need to appoint sub-camp chiefs and then follow-up to ensure sup camp programming is being offered and that communication is taking place between the sub camps and participants.

### MAIN DUTIES & RESPONSIBILITIES:

- Manage the participant Sub-Camps and work collaboratively to develop the OOS Sub-Camp
- Appoint Sub-camp Managers
- Ensure lines of communication are flowing freely and all Sub-Camps are supported
- Interim Lost & Found
- Ensure that Care-Corps are present in Sub-Camp
- Construct a Sup-Camp Operation Manual
- Ensure Participant communications from Sup-Camp
- 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

