

# ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

## — TRANSPORTATION MANAGER —

### 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 Transportation Manager will moderate parking, arrivals, and departures. They will also coordinate all busses and bussing to and from off-site activities throughout the jamboree.

### MAIN DUTIES & RESPONSIBILITIES:

- Coordinate Arrivals and Departures
- Manage Parking
- Manage Vehicle rentals in addition to the Jamboree Fleet
- Look after On-Site vehicle passes
- 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

