

# ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

## — OFFER OF SERVICE MANAGER —

### ACCOUNTABLE TO:

Jamboree Chair & Event Manager

### SHARES RESPONSIBILITY WITH:

The entire jamboree team, in particular the Program Manager.

### 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 Offer of Service Manager's key role is to ensure the experience of the volunteers at the jamboree is the best that it can be! This includes both youth and adult OOS. The OOS manager will also look after the OOS sub camp.

### MAIN DUTIES & RESPONSIBILITIES:

- Recruitment and assignment of both Youth and Adult OOS
- Coordinate and ensure any/all required pre-training is complete
- Offer of Service Sub-camp Management
- Organize specialized activities for OOS
- Put together an OOS Guide
- 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

