

ATLANTIC JAMBOREE 2020 - POSITION DESCRIPTION

— SPECIAL EVENTS MANAGER —

ACCOUNTABLE TO:

Jamboree Chair & Event Manager

SHARES RESPONSIBILITY WITH:

The entire 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 special events manager will handle all events that take place outside of the daily programming of the jamboree, such as the Opening and Closing ceremonies . The Special Events Manager will also manage the Plaza, including all vendors and exhibitors.

MAIN DUTIES & RESPONSIBILITIES:

- Coordinate Opening and Closing Ceremonies
- Coordinate Main Stage Events
- Handle and Manage the main plaza, including the trading post and other vendors
- Coordinate Cub/Beaver Day(s)
- 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
- Manage and collaborate with the Marketing and PR 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

