

CAMPWEST 2020

EVENT MANAGEMENT TEAM

JOB DESCRIPTION



Position: Director Program

Reports to: Deputy Chief Director (Youth Empowerment)

Reports: Manager Offsite Activities, Manager Onsite Activities, Manager Entertainment.

Position Objective: – Responsible for leadership of the program team and delivery of the youth program.

Specific Duties:

- Work with the Design Squad to develop an innovative program that aligns with the new youth program.
- Manage the logistics of the youth program.
- Work with the Deputy Chief Director (Operations) to allocate volunteers to your teams.
- Work with the Manager Venturer Service Team to involve Venturers in delivery of the program.
- Submit invoices to the Manager Finance to arrange payment in a timely manner.
- Recruit at least one youth member under the age of 26 to be a member of your team.
- Contribute to the Campwest Risk Management Plan.

Key Performance Indicators:

- Program receives positive feedback from participants.
- Participants are able to progress along their Achievement Pathway.
- Program delivered within budget.
- Risk assessments submitted to Manager Risk at least 10 weeks prior to event.

Skills, Experience and Attitudes:

- Strong commitment to youth empowerment.
- Availability and commitment to the time required to deliver the duties outlined in this role description.
- Flexibility in approach and an ability to work under pressure is essential.
- Experience in the Scout Section is desirable, but not essential.

Time Commitment:

- 1-2 hours per week for remainder of 2019
- 3-4 hours per week during 2020 in the lead up to the event