

CAMPWEST 2020

EVENT MANAGEMENT TEAM

JOB DESCRIPTION



Position: Manager Offsite Activities

Reports to: Director Program

Reports: Offsite activities team.

Position Objective: – Responsible for the Plan, Do and Review of offsite activities at Campwest 2020.

Specific Duties:

- Work with the Design Squad (a team of young people) to plan offsite activities.
- Identify suitable locations for offsite activities.
- Appoint and support a coordinator for each offsite activity.
- Manage the logistics of offsite activities.
- Liaise with the Manager Transport to organise transport requirements for offsite activities.
- Provide opportunities for Venturers to assist with offsite activities.
- Coordinate volunteers to deliver offsite activities.
- 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