

# CAMPWEST 2020

## EVENT MANAGEMENT TEAM

### JOB DESCRIPTION



**Position:** Manager Onsite Activities

**Reports to:** Director Program

**Reports:** Onsite activities team.

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

**Specific Duties:**

- Work with the Design Squad (a team of young people) to plan onsite activities.
- Appoint and support a coordinator for each onsite activity, where necessary.
- Manage the logistics of onsite activities.
- Liaise with the venue operator to arrange logistics for all onsite activities.
- Coordinate volunteers to deliver onsite activities.
- Provide opportunities for Venturers to assist with onsite activities.
- Contribute to the Campwest Risk Management Plan.

**Key Performance Indicators:**

- Program receives positive feedback from participants
- Onsite activities 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