



Position Description for GirlJam Crew Program Crew

The GirlJam Crew will form a team of volunteers committed to executing a dynamic girl-driven event for 5000-10000 Ontario and Nunavut members that successfully “Wows the Girl”.

Volunteer Opportunity

As part of the GirlJam Crew, you will work in a collaborative and supportive manner with the other Program team members, in an effort to ensure an efficient delivery of services and a successful event outcome.

Key Responsibilities for the Position:

As a Program Crew member, you and your team will be responsible for providing a girl-focused program that “wows the girl” at GirlJam 2020.

Your key responsibilities will include the following:

- In coordination with the Lead for one of the following Program Areas:
 - ❖ Arts Studio
 - ❖ STEM Lab
 - ❖ Advocacy Hub
 - ❖ Sports and Outdoors Pavilion
 - ❖ Life Stuff Arena
- Ensure that all requirements for the delivery of your session have been accounted for in the supply list and lesson plan for the session;
- Setup the program session area you will be overseeing in a manner that allows for a smooth flow of participants in and out of the defined session space;
- Ensure familiarity with the program session you will be delivering and where applicable, create a sample to be used for participants to identify what they will be doing in your particular session location;
- Responsible for running your program session as scheduled;
- Communicating any additional assistance required from the session participants’ unit Guiders as they arrive;
- Flexibility for deployment to other roles as needed.

Requirements for the Position:

- Availability to attend GirlJam 2020 throughout the required timeframe for your respective team (from setup to tear down) on September 25 and 26, 2020;
- Be comfortable standing for extended periods of time;
- Ability to remain calm, cool, and collected in potentially stressful situations;

- Self-motivated and disciplined with the ability to multi-task;
- Strong interpersonal, organizational and problem solving skills;
- Ability to communicate in a clear, concise, understandable manner as well as listen attentively to others;
- Capacity to adjust priorities and manage time wisely in a fast-paced environment;
- Commitment to providing outstanding customer service.

Working Partnerships:

As a member of the Program Crew, you will work with other members of the Program team reporting to the Lead for your respective program area.

Term of the Position:

- This position will commence from the time of acceptance (early 2020) until the conclusion of the event on September 26, 2020.
- You may be required to participate in team meetings via conference call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$59 + HST. Included in this fee is a t-shirt, crest and meals during the GirlJam event.

