



Position Description for GirlJam Crew Security 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 Security team members, in an effort to ensure an efficient delivery of services and a successful event outcome.

Key Responsibilities for the Position:

As a Security Crew member, you and your team will be responsible for providing Security support at GirlJam 2020.

Your key responsibilities will include the following:

- Focusing on the security and operations of the event in the Better Living Centre, the Bandshell Park and the surrounding areas of the two locations, including monitoring the road crossings between the two locations;
- Controlling the entrances to the Better Living Centre in order to ensure that the maximum number of people in the building does not exceed that identified by the fire code;
- Checking for wristbands to ensure only registered participants and volunteers are participating in the event;
- Maintaining crowd control to ensure the safety of all participants while patrolling the program areas;
- Assisting with the Lost Child protocol;
- Being able to assist with any emergencies or incidents;
- Reporting and documenting all hazards, potential hazards, and dangerous situations;
- Becoming familiar with and assisting with the identified evacuation procedures.

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 walking the site 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;
- Attention to detail and good documentation skills
- 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 Security Crew, you will work with other members of the Security team (along with paid security guards at the event) reporting to the Logistics Lead.

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.

