Position Description for GirlJam Crew
Special Events Crew Member

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 Special Events team members, in an effort to ensure an efficient delivery of services and a successful event outcome.

Key Responsibilities for the Position:

As a Special Events Crew member, you and your team will be responsible for providing the delivery of all Special Events activities at GirlJam 2020.

Your key responsibilities will include the following:

- Assisting the Special Events Lead with the planning of special events, in particular the stage presentations, at GirlJam 2020;
- In advance of the event:
  - Participate in the identification of elements of the schedule of presentations requiring scripts and assist with their creation;
  - Identify potential Special Event activities for the team to undertake and assist with their organization and execution;
- During the event:
  - Help with the setup and tear down of the Special Events activity area(s);
  - Establish a storage area for props to be used throughout the event and ensure these are accessed in advance of when they are required on the stage;
  - In conjunction with the Stage Manager, ensure a smooth flow of presentations on the Bandshell stage by queuing up presenters on a timely basis according to the schedule and confirming they have "what they need, when they need it";
  - Be identified as the "go to" for presenters throughout the event for any needs that arise;
- Flexibility for deployment to other roles during the event 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;
- Experience working/volunteering at other large-scale events with hundreds of participants would be an asset;

- Have stamina and energy to help heighten the excitement level for participants;
- 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 Special Events Crew, you will work with other members of the Special Events team, reporting to the Special Events 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.