



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

Key Responsibilities for the Position:

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

Your key responsibilities will include the following:

- Marshalling buses upon arrival and departure of the event site;
- Assisting with unloading and loading of buses upon arrival and departure at the event;
- Communicating directions to participants during the unloading and loading processes;
- Overseeing area identified for the drop off and pick up of participants;
- 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;
- Be comfortable on your feet for an extended period 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 Transportation Crew, you will work with other members of the Transportation team, reporting to the Transportation 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 calls 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.

