



# ONTARIO GirlJam 2024

**SUB HUB JOB DESCRIPTIONS**

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## DEFINING TERMS

**The Hub:** This is a group of volunteers who will be tasked with organizing different areas of key importance. The Hub members will also be tasked with supervising and organizing the members of the Sub Hub and Crew who are assigned to that area of work.

**Sub Hub:** Sub Hub members are the *right hands* of the Hub. They will assist Hub members as needed. In some cases, Sub Hub members might be required because of the larger amount of work within the field.

**Crew:** Crew members are the volunteer power behind the event. They will report to their assigned Hub leaders and Sub Hub Leads.



# THE SUB HUB

*Please Note: this is a multi-year commitment from September 2023 to May 2024.*

The Sub Hub is responsible for overseeing, planning and executing elements under the supervision of the Hub team member for GirlJam 2024. GirlJam 2024 is a one-day event with an optional sleepover. The event will be held from May 24 to May 25, 2024, at the Better Living Center located on the Canadian National Exhibition (CNE) grounds in Toronto, Ontario. Target participation is 5,000 participants, staff and volunteers. The Sub Hub members **must** be onsite for the duration of the event.

## THE SUB HUB RESPONSIBILITIES

### PRIOR TO GIRLJAM 2024

- Work collaboratively with fellow Sub Hub team members under the direction of the Hub Lead.
- Replying to emails promptly.
- Participate in the following meetings with progress updates (meetings will be virtual using MS Teams unless otherwise stated):
  - 2023 biweekly planning meetings
  - 2024 biweekly planning meetings
  - 2024 weekly planning meetings (when needed)
  - One post-event debrief meeting (held in late June/early July 2024)
- Providing assistance and direction in one following Hub areas:
  - Logistics
  - Special Events
  - Risk Mitigation
  - Transportation
  - Food Services
  - Communications
  - Program
  - Youth Voice
  - Additional duties as required



- Providing ongoing updates to the Hub team Lead to keep them aware of the status of all elements for their respective Sub Hub team(s).
- Assisting in the development and execution of all processes within the group's duties.
- Collaborate with and support other Hub areas as required.
- Ensure all event activities are accessible for all participants, volunteers and staff partners.
- Be actively involved in crew volunteer management.



## DURING GIRLJAM 2024

- Work collaboratively with fellow Sub Hub team members under the direction of Hub Leads.
- Arrive before Crew members arrival (Thursday before the event start date).
- Oversee the distribution of program supplies to the various program areas.
- Support Crew members, including but not limited to
  - Meeting before the event start
  - Staying connected with each other throughout the event
  - One-on-one check-ins with crew members as required.
- Be familiar with what to do in an emergency and ready to assist if an emergency arises.
- Help in other areas during participant arrival/departure times if required.
- Cover for crew members unable to complete their job during the event.



## QUALITIES AND SKILLS OF A SUB HUB PERSON

- Be familiar with the established Girl Guides of Canada policies about the Fundamentals of Guiding as found in the following:
  - Guiding Essentials
  - Orientation to Guiding
  - Code of Conduct
  - Inclusivity & Accessibility
  - Girl Engagement Training
- Be familiar with the current Safe Guide policies, especially those relevant to a large event.
- Have demonstrated skills and experience in a committee role including the following:
  - Ability to evaluate required tasks and effectively execute these tasks to ensure the successful completion of the overall team's responsibilities and goals.
  - Experience and/or expertise in the area of responsibility undertaken.
  - Ability to communicate in a clear, concise and understandable manner.
  - Creative and critical thinking skills, including the ability to problem solve and remain calm during stressful situations.
  - Self-motivated and disciplined with the ability to adjust priorities and multi-task.
  - Ability to provide outstanding customer service or *make it easy*.
  - Basic understanding of current technology.



# POSITION DESCRIPTIONS

## SPECIAL EVENTS SUB HUB MEMBER

- Assist in determining special events.
- Assist in researching any TPSPs and send to Special Events Hub Lead for further steps.
- Be actively involved in all special events areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Work with youth team members to finalize all special events.
- Provide a special event material list (including quantities) as requested to Hub Lead so that GirlJam staff partners can procure all required special event material before the event.
- Work with Hub Lead to arrange special event materials purchases.
- Complete all assigned tasks by the date set out by the Special Events Hub Lead.
- Approve and confirm all special events by the date set out by the Hub.
- Work closely with the Logistics Hub Lead to define all special event equipment needs (shelters, hydro, table/chairs, layout, etc.)
- Ensure that all due dates are met.
- Review all communications relevant to GirlJam and the GirlJam Special Events team, which may include new and/or changes relating to special events (asking questions if needed).
- Assist with the planning of special events and oversight of Crew members.
- Execute and perform the planned special events at GirlJam 2024, including the opening and closing ceremonies, campfire and any other special events.
- Assist with setup/teardown and crowd control in partnership with the Logistics team, manage special events, work with vendors, etc.
- Interact with GirlJam 2024 event participants.
- Assist with GirlJam Crew Member recruitment.
- Assist with activities outside of the perimeters of this role on an as-needed basis.





- Communicate with your Crew members as needed, suggested communications are:
  - Hold regular planning meetings with your Crew team.
  - Send regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJam. For example
    - Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
    - Any other information you wish to share with them.



## TRANSPORTATION SUB HUB MEMBER

- Be actively involved in all transportation areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Assist in identifying routes for **all** travel (i.e., bus companies, rentals and flights) including to/from the event and any accessibility/mobility onsite needs.
- Assist in the creation and update of requests for proposal (RFP) for all necessary travel requirements.
- Assist in the identification of Bus Captains and bus rosters (including to/from the event).
- Work closely with the Food Service team to obtain all serious food allergens.
- Send all allergen lists and bus rosters to Bus Captains and rental car drivers (including to/from the event)
- Complete all assigned tasks by the date set out by the Transportation Hub Leader.
- Assist in the unloading and loading of buses upon arrival and departure at the event.
- Assist in the maintenance and storage of all on-site transportation equipment that is used at the event.
- Working collaboratively with the Site Security team to ensure the safe movement of participants around the event space.
- Assist in the GirlJam Crew Member recruitment.
- Assist with activities outside the perimeters of this role on an as-needed basis.
- Communicate with your Crew members as needed. Suggested communications are:
  - Holding regular planning meetings with your Crew team
  - Sending regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJam. For example
    - Confirm that their travel arrangements to/from the event have been made.
    - Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
    - Any other information you wish to share.



## FOOD SERVICES SUB HUB MEMBER

- Be actively involved in all food service areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Work closely with the Logistics Team Lead to define all food service requirements (i.e., food areas, tents, etc.)
- Work with the Food Service Hub leader to identify all food service needs (menu approval, different dietary requirements, etc.)
- Complete all assigned tasks by the date set out by the Food Service Hub Lead.
- Assist with the maintenance of the food tent area and crew tent/area (set-up, use and tear-down).
- Communicate directly with the Hub Lead regarding any schedule changes, challenges and issues during the event.
- Assist in GirlJam Crew member recruitment.
- Communicate with your Crew members as needed. Suggested communications are:
  - Holding regular planning meetings with your Crew team
  - Sending out regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJam. For example
    - Confirm their travel arrangements to/from the event have been made.
    - Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
    - Any other information you wish to share with them.



## RISK MITIGATION SUB HUB MEMBER

- Be actively involved in all risk mitigation areas.
- Participate in Sub Hub and GirlJam Crew Orientation.
- Identify and define the risks in various areas of the event—what risks the participants might encounter and what risks the volunteers might encounter.
- Assist with the preparation of all Safe Guide paperwork and risk mitigation documents for the event, including but not limited to SG.1, SG.2, Emergency Response Plan (ERP), etc.
- Define the steps to take to minimize the risks in various areas of the event.
- Ensure proper communication with the various teams and youth about potential risks and how to minimize them.
- Complete all assigned tasks by the date set out by the Risk Mitigation Hub Lead.
- Assist with the oversight of the GirlJam Crew Member recruitment.
- Communicate with your Crew members as needed. Suggested communications are
  - Holding regular planning meetings with your Crew team.
  - Sending out regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJam. For example
    - Confirm that their travel arrangements to/from the event have been made.
    - Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
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## MARKETING & COMMUNICATIONS SUB HUB MEMBER

- Be actively involved in all communication areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Under the guidance of the Communications and Media Hub Lead, define the communication plan for the following areas:
  - Website updates (including the development of the GirlJam webpage)
  - Direct messages (participants and crew)
  - Guidepost (registration, event information, etc.)
  - Housekeeping messages (participants and crew)
  - Updating event FAQs
  - Social media
    - Consult with the Hub Lead.
  - Merchandising
    - Assist in the designing of all merchandise (final approval comes from GirlJam Chairs).
    - GirlJam Chairs and staff partners will work directly with Positive Identity.
  - Design of onsite signage
    - Send onsite signage designs and print needs to staff partners.
  - Onsite communication via radios/walkie talkies
- Prepare all communications well in advance of the deadline for approvals and edits.
- Complete all assigned tasks by the date set out by the Communications and Media Hub Lead.
- Work closely with the Logistics Hub for any onsite signage needs – identify, create and post at the event.
- Execute communication and promotions of GirlJam 2024 during the event.
- Write articles, press releases and captions to promote GirlJam 2024.
- Assist with GirlJam Crew member recruitment.
- Communicate with your Crew members as needed. Suggested communications are:
  - Holding regular planning meetings with your Crew team.



- Sending out regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJa. For example
  - Confirm their travel arrangements to/from the event have been made.
  - Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
  - Any other information you wish to share with them.



## LOGISTICS SUB HUB MEMBERS

- Be actively involved in all logistic areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Assist in the delivery and execution of event proposals.
- Monitor logistic costs and keep the budget on track.
- Recording and communicating planning updates to the Hub Lead.
- Working with the Hub Lead, ensuring all logistics contracts are reconciled and information is passed in a timely fashion to the finance team.
- Working with the Hub Lead, identify needs, prepare, rent/purchase/contract and execute the following.
  - Merch store
  - Event store
  - Rentals (i.e., tents, equipment, rentals for programs and special events, etc.)
  - AV equipment
  - Onsite technology (i.e., WI-FI, printers, etc.)
  - ... and more
- Research any TPSPs and send them to Hub Lead for further steps.
- Complete all assigned tasks by the date set out by the Logistics Hub Lead.
- Assist with all site requirements, including but not limited to garbage collection, movement of equipment and supplies etc.
- Define and ensure all power sources, signage, marquees, etc., are prepped for each session/activity.
- Set up all signage required throughout the event space, including but not limited to direction signage, area signage, etc.
- Crowd control in partnership with the Special Events team.
- Assist with the GirlJam Crew member recruitment.
- Assist with activities outside the perimeters of this role on an as-needed basis.
- Communicate with your Crew members as needed, ensuring they are up to date on all relevant information relating to GirlJam. For example
  - Confirm that their travel arrangements to/from the event have been made.



- Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
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## PROGRAM SUB HUB MEMBER(S)

- Program Sub Hub members will be assigned tasks and duties based on the area of programming they oversee. The areas of programming are,
  - Advocacy
  - Creative Arts
  - Life Skills
  - STEM
  - Sport activities
- Define programs and TPSPs (third-party service providers).
- Research any TPSPs and send them to the Program Hub Lead.
- If additional program materials are required during the event, seek approval from the Program Hub Lead.
- Be actively involved in all program areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Work with youth team members to finalize all programs.
- Provide a program material list (including quantities) as requested so that GirlJam staff partners can procure all required program material before the event.
- Work with GirlJam staff partners to arrange program materials purchases.
- Approve all programs by the date set out by Hub Lead.
- Work closely with the Logistics team to define all program equipment needs (shelters, hydro, tables/chairs, etc.).
- Review all communication relevant to GirlJam and the GirlJam program team, which may include new items and/or changes relating to the program (asking questions if needed.)
- Assist with the GirlJam Crew member recruitment.
- Communicate with your Crew members as needed. Suggested communications are
  - Holding regular communication with your Crew team.
  - Sending out regular communications to your Crew team, ensuring they are up to date on all relevant information relating to GirlJam. For example
    - Confirm that their travel arrangements to/from the event have been made.



- Answer any questions they may have about GirlJam and/or the tasks they will be responsible for.
- Any other information you wish to share with them.

