



ONTARIO GirlJam 2024

HUB JOB DESCRIPTIONS

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Contents

DEFINING TERMS	2
THE HUB	3
THE HUB RESPONSIBILITIES	3
PRIOR TO GIRLJAM 2024	3
DURING GIRLJAM 2024.....	5
QUALITIES AND SKILLS IN A HUB PERSON	6
POSITION DESCRIPTIONS	7
SPECIAL EVENTS HUB LEADER	7
TRANSPORTATION HUB LEADER	9
FOOD SERVICES HUB LEADER	10
RISK MITIGATION HUB LEADER	11
MARKETING & COMMUNICATIONS HUB LEADER.....	12
LOGISTICS HUB LEADER.....	14



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 hand” of the Hub. They will assist Hub members as needed. In some cases, Sub Hub members might exist because of the large 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 leaders.



THE HUB

Please Note: This is a multi-year commitment from July 2023 until June 2024

The Hub is responsible for overseeing, planning, and executing GirlJam 2024. GirlJam 2024 is a one-day event with an optional sleepover. The event will be held from May 24th to May 25th, 2024, at the Better Living Center located on the Canadian National Exhibition (CNE) ground in Toronto, Ontario. Target participation is 5000 participants, staff, and volunteers. The Hub members **must** be on-site for the duration of the event.

THE HUB RESPONSIBILITIES

PRIOR TO GIRLJAM 2024

- Work collaboratively with fellow Hub team members, Sub Hub team members, and ON staff partners.
- Replying to emails in a timely manner.
- 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)
 - Minimum of one site visit before the event (Canadian National Exhibition grounds)
 - One post-event debriefs meeting (held in June 2024)
- Providing oversight and direction in the following areas:
 - Logistics
 - Special Events
 - Risk Mitigation
 - Transportation
 - Food Services
 - Communications



- Program
 - Youth Voice
 - Additional duties as required.
- Providing on-going updates to the GirlJam Chairs and staff partners to keep them aware of the status of all elements for their respective Sub Hub team(s).
 - Developing and executing all processes relating to ALL elements of the event, including, but not limited to the following:
 - Marketing and communication (including developing plans, creating content, both for website and participants/volunteers, etc.)
 - Merchandise (including the development of the merchandise sales streams, artwork approval process, items to be sold, setting up of the online and on-site store, etc.)
 - All procurement for the program and other event needs (session supplies, signage needs, etc.)
 - Transportation coordination (including mapping of bus routes, flights, transportation communication, etc.)
 - Ensure all event activities are accessible for all participants, volunteers, and staff partners.
 - Be actively involved in all volunteer management areas.
 - Define the Sub Hub position descriptions for the following areas:
 - Logistics
 - Special Events
 - Risk Mitigation
 - Transportation
 - Food Services
 - Communications
 - Program
 - Youth Voice



DURING GIRLJAM 2024

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



QUALITIES AND SKILLS IN A HUB PERSON

- Be familiar with the established Girl Guides of Canada policies pertaining to 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:
 - Team leadership and management, with the ability to evaluate required tasks and effectively delegate 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 problem-solving and remaining 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 HUB LEADER

- Determine special events.
- Research any TPSPs and send to GirlJam staff partners for negotiating and preparing quotes/contracts.
- If additional special event materials are required while at event, seek approval from GirlJam Administrative team, and if approved, facilitate the purchase of the additional materials.
- 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, so that GirlJam staff partners can procure all required special event material before to the event.
- Work with GirlJam staff partners to arrange special event material purchases.
- Approve and confirm all special events by the date set out by the Hub.
- Work closely with the Logistics Team Lead to define all special event equipment needs (shelters, hydro, table/chairs etc.)
- Reviewing 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, assisting Special Events Sub Lead
- Execute and perform the planned special events at GirlJam 2024, including the Opening and Closing ceremonies, campfire, and other special events.
- Oversight of setup/tear down, crowd control in partnership with the Logistics team, managing special events, working with vendors, etc.
- Interact with GirlJam 2024 event participants as the face of Special Events
- Handling any participant concerns as the Special Events Lead



- Oversight of the GirlJam Crew Member recruitment.
- Assist with activities outside of the perimeters of this role on an as needed basis.
- Communicate with your Sub Hub members as needed, suggested communications are:
 - Holding regular planning meetings with your Sub Hub team.
 - Sending out regular communication to your Sub Hub team, ensuring they are up to date on all relevant information relating to GirlJam, examples would be:
 - Answer any questions they may have in relation to GirlJam and/or the tasks they will be responsible for.
 - Any other information you wish to share with them.



TRANSPORTATION HUB LEADER

- Be actively involved in all transportation areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- Work closely with the Logistics Team Lead to define all transportation requirements.
- Identify routes for **all** travel (i.e., bus companies, rentals, and flights) including to/from the event, and any accessibility/mobility onsite needs.
- Create/update a request for proposal (RFP) for all necessary travel requirements.
- Identify bus companies and submit RFPs to them (including to/from the event).
- Decide on best proposals, submit contracts to staff for approval, and iron out all transportation details by the date the Hub team decides (including to/from the event).
- Identify Bus Captains and bus rosters (including to/from the event).
- Work closely with the Participant Wellness team to obtain all serious food allergens.
- Organize and send all allergen lists and bus rosters to Bus Captains and rental car drivers (including to/from the event).
- Oversight of unloading and loading buses upon arrival and departure at the event.
- Oversight of 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.
- Handle any participant concerns.
- Oversight of the GirlJam Crew Member recruitment.
- Assist with activities outside the perimeters of this role on an as-needed basis.
- Communicate with your Sub Hub members as needed; suggested communications are:
 - Holding regular planning meetings with your Sub Hub team.
 - Sending out regular communication to your Sub Hub team, ensuring they are up to date on all relevant information relating to GirlJam; examples would be:
 - Confirm that their travel arrangements to/from the event have been made.
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FOOD SERVICES HUB LEADER

- 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.).
- Identify all food service needs (menu approval, etc.).
- Work closely with the staff partners to obtain all serious food allergens for caterer.
- Ensure the contract is executed as outlined.
- Oversight and maintenance of food and crew tent areas (set-up, use, and tear-down).
- Communicate directly with the caterer regarding any schedule changes, challenges, and issues during the event.
- Oversight of the GirlJam Crew Member recruitment.
- Communicate with your Sub Hub members as needed; suggested communications are:
 - Holding regular planning meetings with your Sub Hub team.
 - Sending out regular communication to your Sub Hub team, ensuring they are up to date on all relevant information relating to GirlJam; examples would be:
 - Confirm that their travel arrangements to/from the event have been made.
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RISK MITIGATION HUB LEADER

- Be actively involved in all risk mitigation areas.
- Participate in Sub Hub and GirlJam Crew Orientation.
- Act as the Responsible Guider for the event.
- Identify and define the risks in various areas of the event—what risks the participants might encounter, what risks the volunteers might encounter.
- Prepare 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.
- Oversight of the GirlJam Crew Member recruitment.
- Communicate with your Sub Hub members as needed; suggested communications are:
 - Holding regular planning meetings with your Sub Hub team.
 - Sending out regular communication to your Sub Hub team, ensuring they are up to date on all relevant information relating to GirlJam; examples would be:
 - Confirm that their travel arrangements to/from the event have been made.
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MARKETING & COMMUNICATIONS HUB LEADER

- Be actively involved in all communication areas.
- Participate in the Sub Hub and GirlJam Crew Orientation.
- In partnership with the GirlJam Chair and staff partners, 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 GirlJam Chairs and staff partners for approval before posting anything on social media.
 - Merchandising
 - Design of merchandising; final approval comes from GirlJam Chairs.
 - GirlJam Chairs and staff partners to 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.
- Provide all necessary communication updates with other Hub members and appropriate Sub Hubs so there are no surprises if a detail changes.
- Work closely with the Logistics Hub for any onsite signage needs—identify, create, and post at the event.
- Identify and execute communication and promotions of GirlJam 2024 during the event.
- Write articles, press releases, and captions to promote GirlJam 2024.
- Handle the Media Information Centre in the event of a crisis.
- Oversight of the GirlJam Crew Member recruitment.
- Communicate with your Sub Hub members as needed; suggested communications are:
 - Holding regular planning meetings with your Sub Hub team.



- Sending out regular communication to your Sub Hub team, ensuring they are up to date on all relevant information relating to GirlJam; examples would be:
 - Confirm that their travel arrangements to/from the event have been made.
 - Answer any questions they may have in relation to GirlJam and/or the tasks they will be responsible for.
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LOGISTICS HUB LEADER

- Be actively involved in all logistic areas.
- Participate in the Sub Hub and GirlJam Crew orientation.
- Delivery and execution of event proposal.
- Monitor logistic costs and keep budget on-track.
- Preparation of onsite schedules, programs, and FAQs by working closely with the Communications Hub to ensure all materials follow GGC Brand Standards guidelines.
- Recording and communicating planning updates to the Hub and staff partners.
- Working with the GirlJam staff partners, ensuring all logistics contracts are reconciled and information is passed in a timely fashion to the finance team.
- Working with the GirlJam staff partners, 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 to GirlJam staff partners for negotiation and preparing quotes/contracts.
- Assist the Hub and Staff in decision – making.
- Work closely with the Program Hub, Special Events Hub, and Transportation Hub to define all program equipment needs, special events need, and transportation hubs.
- Work closely with the Food Services Hub to ensure spacing, equipment, rentals, etc. are defined and needs are met.
- Work closely with the Risk Mitigation Hub to define risks and minimize them.
- Oversight of 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 of all signage required throughout the event space, including, but not limited to, direction signage, area signage, etc.
- Crowd control in partnership with Special Events team.
- Oversight of the GirlJam Crew Member recruitment.
- Assist with activities outside the perimeters of this role on an as needed basis.
- Communicate with your Sub Hub members as needed, ensuring they are up to date on all relevant information relating to GirlJam, examples would be:
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