



ONTARIO
GirlJam 2024
CREW 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 hand” of the Hub. They will assist Hub members as needed. In some cases, Sub Hub members might exist 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 leaders. The GirlJam Crew is a team of volunteers committed to executing a dynamic girl-driven event for 5000 Ontario and Nunavut members that successfully “Wows the Youth”.

THE CREW

Please note: the time commitment may differ depending on position but can be from February 2024 until May 2024.

The Crew is responsible for providing support to programs, assistance to participants, and more at GirlJam 2024. GirlJam 2024 is a one-day event with an optional sleepover the evening before that will be held from May 24th to May 25th, 2024 at The Canadian National Exhibition grounds in Toronto, Ontario. Target participation is 5000 participants, including staff and volunteers. The Crew members **must** be on-site for their roles defined times..



CREW RESPONSIBILITIES

PRIOR TO GIRLJAM 2024

- Work collaboratively with fellow Crew members.
- Follow directions from reporting Hub and Sub Hub members.
- Reply to emails in a timely manner.
- Participate in a Crew Orientation meeting (date TBD)
- Participate in meetings, as set by the Hub Leader
- Provide support and receive training on the area of the position:
 - **Logistics**
 - **Program**
 - **Special Events**
 - **Transportation**
 - **Food Services**
 - **Risk Mitigation**
 - **Marketing & Communications**

DURING GIRLJAM 2024

- Work collaboratively with fellow Crew members.
- Follow directions from reporting Hub and Sub Hub members. Complete general labour tasks (i.e. setting up stations) as needed, based on crew position
- Be familiar with what to do in case of an emergency, and ready to assist if an emergency arises.
- Arrive on time and ready to work in your area.
- Be open to potentially being pulled to a different area if needed.



QUALITIES AND SKILLS IN A CREW 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.
- Have demonstrated skills and experience in a committee role including the following:
 - Experience and/or expertise in the area of responsibility undertaken.
 - Creative and critical thinking skills, including 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.
 - Have an upbeat personality, even in a potentially stressful environment.



CREW POSITIONS

LOGISTICS: GENERAL CREW

As part of the GirlJam Logistics Crew, you will work in a collaborative and supportive manner with other volunteer team members, to ensure an efficient delivery of services and a successful event outcome.

As a member of the Logistics General Crew, you will report to the Logistics Hub /Sub Hub Leads with the potential of being later assigned to other areas.

Key responsibilities:

- As a member of the General Crew for the GirlJam volunteer team you will be responsible for assisting throughout the event from setup through to tear down.
- Providing help with a variety of roles with the various different volunteer teams as needed. This could include helping with the setup/tear down, assisting in the registration area, providing information to the participants, helping the transportation team with unloading and loading of buses, managing the crowd at the stage, etc.
- Assisting in finding last minute materials if needed.

Have the following qualities:

- Flexibility to help at the event wherever needed.
- Be comfortable standing or walking on the site for extended periods of time.
- Ability to remain calm, cool, and collected in potentially stressful situations.
- Strong interpersonal, organizational and problem-solving skills.
- Ability to communicate in a clear, concise, understandable manner as well as listen attentively to others.
- Commitment to providing outstanding customer service.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



LOGISTICS: REGISTRATION CREW

As part of the GirlJam Logistics Crew, you will work in a collaborative and supportive manner with the other registration team members, to ensure an efficient delivery of services and a successful event outcome.

As a Logistics Registration Crew member, you and your team will be responsible for providing registration support at GirlJam 2024.

Key responsibilities:

- Set up the Registration area to ensure a smooth flow in and out of the area.
- Facilitate the distribution of the Registration Packages on Friday evening (for sleepover participants) and Saturday morning (for day only participants).
- Support an Information Centre and Lost & Found throughout the event.
- Assisting the Security team with the monitoring of the number of people in the Better Living Centre during the event.
- Flexibility for deployment to other roles during the event as needed.
- As a member of the Logistics Registration Crew, you will work with other members of the Registration Crew reporting to Logistics Hub/Sub Hub Leads.

Have the following qualities:

- 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.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
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SPECIAL EVENTS: STAGE MANAGER

As part of the GirlJam Special Events Crew, you will work in a collaborative and supportive manner with the other Special Events team members, to ensure an efficient delivery of services and a successful event outcome.

As the Stage Manager, in conjunction with the Special Events Hub/Sub Hub Leads, you will be responsible for the managing of all elements of the stage presentations at the Stage throughout GirlJam 2024, as well as assisting with the planning of special events, in particular the stage presentations, at GirlJam 2024.

As a member of the Special Events Crew, you will work with other members of the Special Events team, reporting to the Special Events Hub/Sub Hub Leads.

In advance of the event:

- Participate in the identification of elements of the schedule of presentations requiring scripts and assist with their creation.
- Provide input for the setup of the stage (including decorations and placement of presenters and props).
- In conjunction with the Special Events Hub/Sub Hub Leaders and other Hub members, organize and execute a dress rehearsal.

During the event:

- Manage all elements of the stage, including providing direction to other Special Events Crew members for the establishment of a storage area for props to be used throughout the event and ensure they are accessible in advance of when they are required on the stage.
- In conjunction with the AV vendor, become familiar with the basic operation of the stage's elements including the sound and light systems.
- Be responsible for ensuring a smooth flow of presentations on the Main Stage by ensuring Crew queues up presenters on a timely basis according to the schedule and confirming they have "what they need, when they need it".
- Provide continuous updates to the Special Events Hub/Sub Hub Leads of any issues or concerns that arise over the course of the day.

Have the following qualities:

- Background and experience in managing an event with multiple stage presentations.
- Familiarity with the operation of audio-visual systems and other technical elements of a stage production.
- Be comfortable on your feet for an extended period.
- Ability to remain calm, cool, and collected in potentially stressful situations.
- 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.

- Self-motivated and disciplined with the ability to multi-task.
- Commitment to providing outstanding customer service.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



SPECIAL EVENTS: GENERAL CREW

As part of the GirlJam Special Events Crew, you will work in a collaborative and supportive manner with the other Special Events team members, to ensure an efficient delivery of services and a successful event outcome.

As a Special Events Crew member, you and your team will be responsible for providing the delivery of all Special Events activities at GirlJam 2024. As a member of the Special Events Crew, you will work with other members of the Special Events team, reporting to the Special Events Hub/Sub Hub Leads.

Key responsibilities:

- Assisting the Special Events Hub/Sub Hub Leads with the planning of special events, in particular the stage presentations, at GirlJam 2024.

In advance of the event:

- Participate in identifying elements of the presentation schedule 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 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.

Have the following qualities:

- 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.
- Experience working/volunteering at other large-scale events with hundreds of participants.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



SPECIAL EVENTS: JAMBASSADOR WRANGLER

As part of the GirlJam Special Events Crew, you will work in a collaborative and supportive manner with the other Special Events team members, to ensure an efficient delivery of services and a successful event outcome.

As a Special Events Jambassador Wrangler, you and your team will work with groups of 3-5 youth members from various Branches (Jambassadors) and will be responsible for making sure all of the members of their group get to their assigned Special Event activities, assisting them with working as a team to plan their participation, and ensuring they are safely returned to their unit after their shifts are complete. As a member of the Special Events Crew, you will work with other members of the Special Events team, reporting to the Special Events Hub/Sub Hub Leads.

Jambassadors are Guiding youth members selected to be GirlJam's official representatives. They will have special events tasks during the event that may include helping with the campfire, introducing interesting people on stage, or welcoming new units as they arrive for the weekend. As we plan more activities there will be more jobs to do.

Key responsibilities:

- Provide a supportive and inclusive atmosphere for all Jambassadors.

In advance of the event:

- Participate in online meetings before GirlJam to help build Teamwork within the group and to help them plan for their Special Events tasks, focusing on their input and ideas ensuring that their ideas align with Girl Guide's vision. Planning items may include ideas on how to entertain a group with a skit or game, songs to teach, and ideas on exciting ways to welcome girls to GirlJam.
- Participate in online training that may include topics such as how to work as a team or how to interact with media/contacts outside of Guiding (for both Jambassadors and Wranglers).
- Communicate effectively with the Special Events Team Sub Hub team member in charge of girl recruitment regarding planning ideas, youth progress, and any concerns. Collaborate with other team members to ensure a cohesive and integrated approach on how to be a Jambassador at GirlJam.
- Participate in regular meetings with the Special Events Team.

During the event:

- During GirlJam, candidates will be responsible for the well-being and safety of the members of their assigned youth. Wranglers will supervise girl participation in their Special Event tasks, support them in implementing their plans, and then ensure that they return to their units after their Special Events shift has been completed.

Have the following qualities:

- 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.
- Experience working/volunteering at other large-scale events with hundreds of participants.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
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- You may be required to participate in team meetings via conference or video call during the event planning stages.
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RISK: SECURITY CREW

As part of the GirlJam Risk Crew, you will work in a collaborative and supportive manner with the other Security team members, to ensure an efficient delivery of services and a successful event outcome.

As a member of the Security Crew, you will work with other members of the Security team alongside paid security guards at the event, reporting to the Risk Mitigation & Logistics Hub/Sub Hub Leads.

Your key responsibilities will include the following:

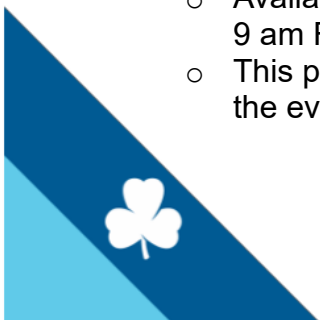
- As a Security Crew member, you and your team will be responsible for providing Security support at GirlJam 2024.
- Focusing on the security and operations of the event in locations where GirlJam is occurring, including monitoring the road crossings between the indoor and outdoor locations.
- Controlling 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 specific identifiers provided to participants 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.

Have the following qualities:

- 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.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.



- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



TRANSPORTATION: GENERAL CREW

As part of the GirlJam Crew, you will work in a collaborative and supportive manner with the other Transportation team members, to ensure an efficient delivery of services and a successful event outcome.

As a Transportation General Crew member, you and your team will be responsible for providing transportation support at GirlJam 2024.

As a member of the Transportation General Crew, you will work with other members of the Transportation team, reporting to the Transportation Hub/Sub Hub Leads.

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.

Have the following qualities:

- Be comfortable on your feet for an extended period.
- Ability to remain calm, cool, and collected in potentially stressful situations.
- Initiative-taking and disciplined with the ability to multi-task.
- Strong interpersonal, organizational, and critical thinking 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 challenging environment.
- Commitment to providing outstanding customer service.

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FOOD SERVICES: GENERAL CREW

As part of the GirlJam Food Services Crew, you will work in a collaborative and supportive manner with other volunteer team members, to ensure an efficient delivery of services and a successful event outcome.

As a member of the Food Services General Crew for the GirlJam volunteer team you will be responsible for assisting throughout the event from setup through to tear down.

Your key responsibilities will include the following:

- Aid with the distribution of meals and snacks.
- Ensure that all buses are equipped with the correct snacks/meals required.
- Ensure that participants with special dietary requirements have access to food.
- Act as in between for participants and caterers.

Have the following qualities:

- Be comfortable on your feet for an extended period.
- 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.
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MEDIA & COMMUNICATIONS: MEDIA RELATIONS AND PR ASSISTANT

As a Media Relations & PR Assistant, you will be responsible for assisting with the promotion and communications of the event to media outlets during GirlJam 2024.

As a member of the Media & Communications Crew, you will work with other members of the Media & Communications team, reporting to the Media & Communications Hub/Sub Hub Leaders.

Your key responsibilities will include the following:

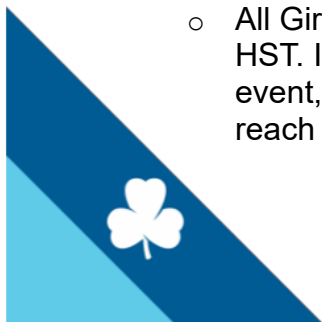
- Working in close collaboration with the GirlJam 2024 Communications & Special Events Hub/Sub Hub Leads to communicate and promote the event during its execution: including assisting with writing articles, press releases and captions.
- Coordinate and escort media visits to the event.
- Being prepared to assist the GirlJam 2024 Hub Committee with the Media Information Centre in the event of a crisis.
- Flexibility for deployment to other roles during the event as needed.

Have the following qualities:

- A background in the Communications field with a heightened level of comfort and experience working with the media in the public relations field.
- Experience in social media would be an asset.
- Ability to remain calm, cool, and collected in potentially stressful situations.
- Strong interpersonal, organizational and problem-solving skills.
- Be a strategic thinker with the capacity to adjust priorities and manage time wisely in a fast-paced environment.
- Ability to communicate in a clear, concise, understandable manner as well as listen attentively to others.
- Attention to detail and strong documentation skills.
- Be comfortable on your feet for an extended period.
- Self-motivated and disciplined with the ability to multi-task.
- Commitment to providing outstanding customer service.

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MEDIA & COMMUNICATIONS: PHOTOGRAPHER

As a Photographer with the Media & Communications team, you will be responsible for providing photo services at GirlJam 2024.

As a member of the Media & Communications Crew, you will work with other members of the Media & Communications team, reporting to the Media & Communications Hub/Sub Hub Leaders.

Your key responsibilities will include the following:

- Recording the event through pictures to showcase the wide variety of activities girls will have the opportunity to participate in at GirlJam 2024.
- Regularly downloading pictures to a designated computer to ensure they are safely stored for Ontario Council's retrieval and usage.
- Ensuring that GGC has been granted image release permission as indicated on their IR.1, for all girls photographed, based on the protocol that will be identified and implemented by ON Council. (Note: this does not apply if it is a group video where the person's identity is not clear).
- Strong understanding of the established Brand Standards for Girl Guides of Canada (as posted in Member Zone), such that all final versions of videos being publicly viewed meet these standards.
- Flexibility for deployment to other roles during the event as needed.

Have the following qualities:

- Be comfortable on your feet for an extended period.
- 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.
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MEDIA & COMMUNICATIONS: SOCIAL MEDIA EDITOR

As part of the GirlJam Media & Communications Crew, you will work in a collaborative and supportive manner with the other Media & Communications team members, to ensure an efficient delivery of services and a successful event outcome, reporting to the Media & Communications Hub/Sub Hub Leaders.

As a Social Media Editor, in conjunction with the Media & Communications Hub/Sub Hub Leads and other Communications team members, you will be responsible for ensuring a heightened presence on the various Girl Guides of Canada, Ontario Council social media accounts (Instagram, Facebook and Twitter) throughout the event.

Your key responsibilities will include the following:

- Reviewing, editing and captioning the photos and videos captured by the team's photographers and videographers for posting on social media.
- Ensuring that GGC has been granted image release permission as indicated on their IR.1, for all girls photographed, based on the protocol that will be identified and implemented by ON Council. (Note: this does not apply if it is a group photograph where the person's identity is not clear)
- Assist the photographers and videographers with the downloading of their files to an identified computer.
- Strong understanding of the established Brand Standards for Girl Guides of Canada (as posted in Member Zone), such that all final versions of photographs and videos being publicly viewed meet these standards.
- Monitoring the various platforms and providing updates to the Media & Communications Hub/Sub Leaders of the "chatter" as well as ensuring responses, where needed, are provided.
- Aid other members of the Communications team as needed.
- Flexibility for deployment to other roles during the event as needed.

Have the following qualities:

- Strong comfort level with using the various social media platforms identified for use for the event.
- Ability to crop and edit photos to ensure photos clearly present the desired message.
- 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.



Ability to meet the following requirements:

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MEDIA & COMMUNICATIONS: VIDEOGRAPHER

As a Videographer with the Media & Communications team, you will be responsible for providing video services at GirlJam 2024.

As a member of the Media & Communications Crew, you will work with other members of the Media & Communications team, reporting to the Media & Communications Hub/Sub Hub Leads.

Your key responsibilities will include the following:

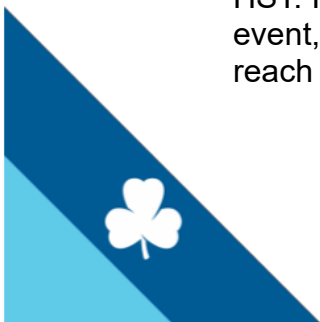
- Recording the event through video clips to showcase the wide variety of activities girls will have the opportunity to participate in at GirlJam 2024.
- Regularly downloading videos to a designated computer to ensure they are safely stored for Ontario Council's retrieval and usage.
- Ensuring that GGC has been granted image release permission as indicated on their IR.1, for all girls videoed, based on the protocol that will be identified and implemented by ON Council. (Note: this does not apply if it is a group video where the person's identity is not clear);
- Strong understanding of the established Brand Standards for Girl Guides of Canada (as posted in Member Zone), such that all final versions of videos being publicly viewed meet these standards.
- Flexibility for deployment to other roles during the event as needed.

Skills and qualities required:

- Be comfortable on your feet for an extended period.
- 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.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



PROGRAM: GENERAL CREW

As part of the GirlJam Crew, you will work in a collaborative and supportive manner with the other Program team members, to ensure an efficient delivery of services and a successful event outcome.

As a member of the Program Crew, you will work with other members of the Program team, reporting to the Program Hub/Sub Hub Leads. As a Program Crew member, you and your team will be responsible for providing a youth-focused program that “wows the youth” at GirlJam 2024.

In coordination with the Hub/Sub Hub Leads, you will work in for one of the following Program Areas:

- Arts Studio
- STEM Lab
- Advocacy Hub
- Sports and Outdoors Pavilion
- Life Stuff Arena

Key responsibilities:

- Ensure that all requirements for the delivery of your session have been accounted for in the supply list and lesson plan for the session.
- Set-up the program session area you will be overseeing in a manner that allows for a smooth flow of participants in and out of the defined session space.
- Ensure familiarity with the program session you will be delivering and where applicable, create a sample to be used for participants to identify what they will be doing in your session location.
- Responsible for running your program session as scheduled.
- Communicating any additional assistance required from the session participants' unit Guiders as they arrive.
- Flexibility for deployment to other roles as needed.
- As a member of the Program Crew, you will work with other members of the Program team reporting to the Sub Hub Lead for your respective program area.

Have the following skills and qualities:

- Be comfortable standing 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.
- 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.



Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca



PROGRAM: SITE SERVICE CREW

As part of the GirlJam Program Crew, you will work in a collaborative and supportive manner with the other Site Services team members, to ensure an efficient delivery of services and a successful event outcome.

As a Site Services Crew member, you and your team will be responsible for providing the delivery of all site services at GirlJam 2024.

As a member of the Site Services Crew, you will work with other members of the Site Services team, reporting to the Logistics and Program Hub/ Sub Hub Leads.

Key responsibilities:

- Assist with inventory control and distribution of all program session supplies.
- Distribute supplies to each program session location based on the requirements identified on the inventory list.
- Assist program session presenters to set up their respective session location.
- Be the “go to” person in your respective area for program session presenters throughout the event for any supplies or issues that may arise.
- Patrol your identified zone, acting as an “information guide” for participants and “check in” for session presenters.
- Flexibility for deployment to other roles during the event as needed.

Have the following qualities:

- Be comfortable on your feet for an extended period.
- 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.

Ability to meet the following requirements:

- Availability to attend GirlJam 2024 throughout the required timeframe, ideally 9 am Friday May 24 – end of wrap-up Saturday May 25
- This position will commence from the time of acceptance until the conclusion of the event on May 25, 2024.
- You may be required to participate in team meetings via conference or video call during the event planning stages.
- All GirlJam Crew members will be responsible to pay the registration fee of \$35 + HST. Included in this fee is a Crew shirt, crest, transportation to and from the event, and meals during the GirlJam event. If subsidies are required, please reach out to girljamchair@girlguides.ca