



POSITION DESCRIPTION

Site and Services Coordinator

23rd Australian Rover Scout Moot: WOW (Way Out West)

Voluntary Position

The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability.

Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.

Role objective	Responsible for the provision of additional site infrastructure and the day to day running of the main moot site.
Role overview	As a member of the Event Team, you will report to the Operations Director and working with stakeholders to run the main moot site in conjunction with the operations team.
Specific responsibilities	<ul style="list-style-type: none"> • Arranging the rental/purchase of any additional onsite resources as needed • Working with site and services team to complete required daily tasks during the event • Contribute to the event risk management plan • Escalate site issues out of scope to Woodman point site management
Key stakeholders	<p>Reports to:</p> <ul style="list-style-type: none"> • Operations Director <p>Works alongside:</p> <ul style="list-style-type: none"> • Security team • On site Program Lead • Other Event Directors • Woodman point site management <p>Roles that report to this role:</p> <ul style="list-style-type: none"> • Site and Services Team (specific positions to be determined as required)
Personal attributes	<p><u>Attitude</u></p> <ul style="list-style-type: none"> • Have enthusiasm for the Vision, Aim, and Principles of Scouting • Be a good role model to Youth and Adult Members • Have enthusiasm for the One Program continuum • Be passionate about the Youth Leading Adults Supporting concept • Adhere to the Scouts Australia Code of Ethics and Conduct <p><u>Skills</u></p> <ul style="list-style-type: none"> • Be able to communicate efficiently • Be able to manage competing priorities in a changing environment • Be able to motivate, build, and lead teams effectively • Be able to manage human and financial resources • Be able to build relationships and trust with stakeholders across the event • Be able to use the Microsoft Office suite <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Understand and commit to the Scout Promise and Law • Understand the Youth Program

Qualifications and experience	<ul style="list-style-type: none">• Previous experience at a major Scout event• Previous experience in providing catering for large groups
Time commitment	<p>You will be required to commit time for this role. Expect 2-3 hours per week as we plan and deliver this major event for Rover Scouts across Australia.</p> <p>You will need to be available to attend 23rd Australian Rover Scout Moot: WOW (Way Out West).</p> <p>Applicants should ensure they have the flexibility in their time to be able to accommodate this contribution considering their current commitments. There is scope to craft the role to fit into your schedule. This is a volunteer position. Note this is only a guide.</p>