



# POSITION DESCRIPTION

## Catering Support Director

### OneCamp 2023

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.

**OneCamp 2023 in a new initiative of Scouts WA that will provide a unique major event experience for members across all sections from Joey Scouts to Rover Scouts.**

<b>Role objective</b>	<b>Responsible for leadership of the Catering Support Team, and operation of the onsite kitchen for event volunteers and special functions.</b>
<b>Role overview</b>	<p>As a key member of the Event Team, you will report to the Event Director and lead a volunteer team to ensure OneCamp Units are provided with catering supplies to meet their needs. You will provide strong leadership to your team, supporting, mentoring, and coaching members to deliver on your role objective to secure successful delivery of the event.</p> <p>This team includes two Catering Directors – one focussed on catering for event volunteers and another focused on supporting catering in Unit campsites. You will work collaboratively with the Catering Services Director and their team to ensure the smooth running of catering operations at the event. Support will be provided to help you grow into this role and develop the required skills.</p>
<b>Specific responsibilities</b>	<ul style="list-style-type: none"><li>• Plan a balanced and nutritional menu for OneCamp Units to meet the operational requirements of the event.</li><li>• Work with the Catering Support Director to organise purchase of food supplies and consumables.</li><li>• Produce documents to communicate catering plans to OneCamp Units.</li><li>• Coordinate set-up and smooth operation of food distribution points.</li><li>• Liaise with Operations Team to organise hired equipment such as marquees.</li><li>• Lead a volunteer team responsible for the following duties: menu planning for OneCamp Units, food procurement, food distribution, and modified diet support for OneCamp Units.</li><li>• Contribute to team recruitment, including preparation of position descriptions for your team.</li><li>• Coach, mentor and support the Catering Support Team to deliver the listed duties.</li><li>• Contribute to the event risk management plan.</li><li>• Attend meetings of the Event Team.</li></ul>
<b>Key stakeholders</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"><li>• Event Director – OneCamp 2023</li></ul> <p><b>Works alongside:</b></p> <ul style="list-style-type: none"><li>• Catering Services Director</li><li>• Other Event Team Directors</li><li>• Event line leaders</li></ul> <p><b>Roles that report to this role:</b></p> <ul style="list-style-type: none"><li>• Catering Support Team (specific positions to be determined)</li></ul>

<b>Personal attributes</b>	<p><u>Attitude</u></p> <ul style="list-style-type: none"> <li>• Have enthusiasm for the Vision, Aim, and Principles of Scouting</li> <li>• Be a good role model to Youth and Adult Members</li> <li>• Have enthusiasm for the One Program continuum</li> <li>• Be passionate about the Youth Leading Adults Supporting concept</li> <li>• Adhere to the Scouts Australia Code of Ethics and Conduct</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Be able to communicate efficiently</li> <li>• Be able to manage competing priorities in a changing environment</li> <li>• Be able to motivate, build, and lead teams effectively</li> <li>• Be able to manage human and financial resources</li> <li>• Be able to build relationships and trust with stakeholders across the event</li> <li>• Be able to use the Microsoft Office suite</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Understand and commit to the Scout Promise and Law</li> <li>• Understand the Youth Program</li> <li>• Understand modified diets</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Previous experience at a major Scout event</li> <li>• Previous experience in providing catering for large groups</li> </ul>
<b>Time commitment</b>	<p>You will be required to commit time for this role. Expect 1-2 hours per week for the first half of 2022 as we establish the project. From mid-2022, your commitment will ramp to 2-3 hours per week as we plan and deliver this major event for youth members across WA.</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.</p>

# Event Team Structure Chart

