



CastleJam 2019 – Camp Chief

Expression of Interest

Introduction

The Castle Saunderson Management Team are seeking expressions of interest from Scouters for the following position:

- CastleJam 2019 Camp Chief

This will be a voluntary position and will run from their date of appointment until the post camp review meeting with the Castle Saunderson Management Team. The roles and responsibilities for the position are outlined below.

The positions will be fully supported throughout by the Castle Saunderson Camp Chief and Centre Manager via periodic update and review meetings. The Castle Saunderson Camp Chief and Centre Manager will also provide guidance and direction to the people taking up these roles as required or requested.

Event Dates

- CastleJam Cub Camp (4 days / 3 Nights): Friday 31st May – Monday 3rd June

Application Process

To be considered for the position applicants should email a submission to the Castle Saunderson Camp Chief at castlesaunderson@scouts.ie containing the following:

- Applicant's name, contact details and the position applied for
- A short biographical note outlining the applicants scouting and personal experience which may assist them in carrying out the position being applied for. The note should also cover why the applicant feels they are the right person for the job

Closing Date

The closing date for receipt of application will be Friday 8th February 2019.





Role Description & Responsibilities (Camp Chief)

The Camp Chief for Castle Saunderson CastleJam 2019 will be responsible for delivery of a quality programme experience for the participating Cub Scouts. The following is a non-exhaustive list of responsibilities for the Camp Chief:

- Appoint a support team, approx. four to six people, to assist with the responsibilities as listed here for approval by the Castle Saunderson Camp Chief;
- Agree and meet delivery deadlines with centre management for camp programme, camp information packs and any other time sensitive materials required by the camp programme and theme;
- Develop the event theme with enough time (as agreed with centre management);
- Managing the pre-agreed budget with the assistance of the Castle Saunderson Centre Manager
- Develop achievable camp programmes (bases and activities);
- Sourcing and procurement of all programme related materials within the approved budget;
- Ensure the successful implementation of the programme during the event;
- Coordinate with the Centre Staff on duty during the camps with respect to all aspects of site services and logistics;
- Monitor and maintain an oversight of activities and programme during the event;
- Monitor and maintain an oversight of event staff during the event;
- Establish the catering requirements and coordinate a catering plan with the Centre Manager;
- Implement the set-up and construction of programme and equipment for the camps;
- Ensure the complete dismantling and all programme and equipment following completion of the camps;
- Any other ad hoc duties as may be required by the camps.

