



Role Description – Day visitors co-ordinator

Responsible to:

1. Deputy Camp Chief – Activities
2. Head of Finance

Role Summary: Responsible for the organization and co-ordination of the day visitors.

Responsible for:

- Delivering a balanced day visitors programme
- Liaise with bookings manager to plan and direct expected day visitors
- Ensure day visitors are fully informed of relevant information regarding their visit to the Jamboree both before and during the event

Person Specification:

Essential

- Excellent communication skills
- Well organized
- Team player
- Quick thinking and adaptable to change
- A great sense of humor
- Ability to communicate with people of all ages
- Have the ability to attend evening and weekend meetings

Desirable

- Experience of either attending or managing a large group of day visitors at a large scale event.

Membership Requirement: A member of the Scout or Guiding associations and hold a current Scouting or Guiding DBS which is valid until the end of AJ2020.