

JOB DESCRIPTION
Council Special Events Advisor
White Pine Council

Accountable to: Council Commissioner
Appointment made in consultation with the Council Key 3.

Term: Appointed annually, to a maximum of 3 consecutive terms.

Time Required: 3 to 5 hours per week; potential for 2 to 3 weekends per year.

Major Responsibility:

- Works with Council and Area level volunteers and staff to provide meaningful support to the Scouters of White Pine Council with a focus on planning and putting on successful Special Events. The Council Special Events Advisor will support the planning of Area and Council events to strengthen Scouting across White Pine Council.

Duties and Responsibilities:

1. Actively participates as a member of the Council Support Team working towards the successful implementation of the Volunteer Support Strategy.
2. Develops and implements a Council Special Events strategy that includes events hosted by the seven areas (i.e. Beaverees, Cuborees, Camporees, Moots, Venturees, Operation Alert, Huck Finn Raft Race) as well as Council events (i.e. JOTA, Youth Awards Ceremony).
 - a. Supports and oversee the planning of Council events.
 - b. Helps with the approval of budgets for Council Special Events.
 - c. Supports the planning of Area events.
 - d. Assesses the needs of sections and members in the Council and ensure that Area and Council events are being held in order to strengthen program delivery.
3. Works closely with the Council Communications Advisor to coordinate the promotion of Council and Area Special Events.
4. Identifies with the Council Marketing Advisor opportunities for media presence at Council Special Events.
5. Promotes and educates Scouters on National and International Special Events (i.e. CJ, ADventure, World Jamboree, impACT).
6. Liaises with other Councils to promote events they are hosting.
7. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered.

Qualifications:

- Demonstrated leadership, management, problem solving and decision making skills.
- Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing.
- Experience in event planning in professional, personal or volunteer life.
- Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices.