



The MOOT 2013 Organising Committee is seeking an individual to fill the role of Camp Chief – Toronto. Interested applicants should submit their letter of interest and Curriculum Vitae to Michel-Olivier Matte, Assistant Director General at [michelolivier@simoncic.ca](mailto:michelolivier@simoncic.ca). Deadline for application is midnight, September 20, 2011.

## Job Description

### Camp Chief - Toronto

*To be held between August 8 and 18, 2013, the 2013MOOT will bring together 5000 people from over 60 countries. The MOOT will be held at Camp Awacamenj Mino, in Low, Québec and in the urban centres of Montréal, Québec, Toronto and Ottawa-Gatineau.*

A member of the Organising Committee of MOOT 2013 (CO-MOOT), the Camp Chief - Toronto acts under the direction of the Management Committee. The Camp Chief is responsible for the activities and procedures in relation to:

- the programming of the Toronto Urban Challenge;
- the accommodation and welfare of participants in Toronto;
- the transportation of participants during their stay in the Toronto region;
- food services for participants while in Toronto;
- risk management for the Toronto site;
- logistics for the Toronto site.

#### **Duties and responsibilities:**

- Recruit, train and supervise a team of volunteers;
- Provide the necessary support to the team in order to ensure they are able to accomplish their tasks;
- Provide timely progress reports to the Management Committee;
- Create, manage and respect the budget for this department;
- Participate in all Management Committee meetings;
- Regularly evaluate the progress of the department and resolve any problems that may arise;
- Prepare a final report including recommendations.

**Ideal profile:**

- A Well-organized, responsible person willing to volunteer many hours of their time;
- A knowledge of Canadian Scouting, especially in Toronto;
- Able to express themselves in French and English;
- Previous experience in the management of volunteers;
- Able to motivate a team of volunteers.

## **Urban Challenge – Toronto Team**

The Toronto Urban Challenge team is responsible for the support and effective delivery of the Urban Challenge program in Toronto.

**The Team is responsible for:**

- Securing agreements for the use of university residences and cafeteria services for the housing and feeding of participants while in Toronto;
- Welcoming the participants on their arrival in Toronto;
- Assisting the participants as they undertake their challenges in the Toronto area;
- Securing agreements for transportation services for the participants while in Toronto;
- The welfare of all MOOT participants, staff and volunteers during their stay in Toronto;
- All of the logistics for the participants while in Toronto;
- All other related duties.

Resource personnel :

Michel-Olivier Matte, Assistant Director General

Moot 2013 Management committee

819-778-5014, extension 23

[michelolivier@simoncic.ca](mailto:michelolivier@simoncic.ca)