Position Title: CLAY – Leadership Development Logistics Coordinator

Term of Office: December 6 – May 30

Supervisor: CLAY Coordinator

Remuneration: Volunteer position

Hours of Work: 3-5 hours per week minimum, with hours of work increasing as the event date approaches

General Scope of Duties

<table>
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<th>Major Duties and Responsibilities</th>
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<tr>
<td><strong>Category</strong></td>
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| Supervisory Function | 35% | ➢ Efficiently allocate incoming requests to the planning team, prioritising actions and monitoring team resources to ensure the needs of the Director & Conference are met  
➢ Develop and manage cross-functional teams and multi-disciplinary projects throughout the planning of the conference  
➢ Supervise a team of 15-25 Leadership Developer Logistics and Special Errands Team |
| Communications Function | 50% | ➢ Develop a LDL training  
➢ Prepare a LDL manual to be utilized by the LDLS during Conference weekend  
➢ Attend all CLAY Planning Team meetings  
➢ Assist the Conference Director in daily activities of the Conference, including booking and planning events, special needs, and checking room set-ups |
| Other | 15% | ➢ Track progress of all work completed and situations handled during conference weekend to aid in the transition of Other tasks as assigned by the CLAY Coordinator  
➢ Complete other tasks as assigned by the CLAY Coordinator |

Knowledge, Skills and Abilities

- Organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- Creativity
- Communication skills

Effort & Responsibility

- Attention to detail
- Responsible for the overall success of the conference

Working Conditions

Training and Experience

- Experience with previous/other leadership conferences
- Risk Management training skills are an asset

Equipment