Position Title: Horizons Leadership Developer Logistics (LDL) Volunteer and Logistics Coordinator

Term of Office: March 1 to August 30

Supervisor: Horizons Coordinator

Remuneration: Volunteer position

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

General Scope of Duties
The LDL Volunteer and Logistics Coordinator will organize the recruitment, selection, and training of the Leadership Developer Logistics (LDL) team in conjunction with the Horizons Coordinator, while supporting other Planning Team members with their assigned tasks. The Volunteer and Logistics Coordinator will also aid in the development of conference logistics in coordination with the Horizons Coordinator. The Volunteer and Logistics Coordinator will support other Planning Team members with their assigned tasks as needed.

Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Supervisory-Volunteer Management</td>
<td>40%</td>
<td>• Aid in the selection of the Leadership Development Logistics (LDL) Team</td>
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<td>• Assist the Horizons Coordinator with the planning and execution of volunteer training</td>
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<td>• Design and lead LDL team specific training alongside the Horizons Coordinator</td>
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<td>• Organize and administer training for the LDLS</td>
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<td>• Contribute to the management of the Special Errands Team (SET) during the conference</td>
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<td>• Oversee the smooth operation of the LDLS, in addition to scheduling and chairing LDL debriefing sessions each day during the conference</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
<td>5%</td>
<td>• Research costs for communication equipment (e.g. Walkie Talkies) for booking as directed by the Horizons Coordinator</td>
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<tr>
<td>Communications Function</td>
<td>40%</td>
<td>• Create the LDL Manual, including a risk management plan in consultation with the Horizons Coordinator</td>
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Horizons Leadership Developer Logistics Volunteer and Logistics Coordinator Job Description

- Maintain active communication with the LDLs throughout the entire conference
- Maintain active communication with the Sessions Coordinator(s) and Event Coordinator(s) to aid in scheduling and with the incorporation of conference policies and safety throughout the conference
- Take notes during conference staff debrief each evening of the conference
- Work with the other Planning Team members to plan and conduct the volunteer application and interview process
- Book and organize the use of communication equipment for the conference

Logistics Function 30%
- Organize the use of communication equipment (e.g. Walkie Talkies) for the conference
- Assist the Horizons Coordinator in booking on-campus session rooms for all sessions groups
- Organize delegate check-in and check-out in collaboration with the Events Coordinators

Other 20%
- Responsible for the overall logistics of the conference
- Other tasks as assigned by the Horizons Coordinator
- Attend all Planning Team meetings
- Work with the other Planning Team members to plan and conduct the volunteer appreciation and interview process
- Create the LDL Manual, including a risk management plan

Knowledge, Skills and Abilities
- Strong organization and time management skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus
- Teamwork
- Creativity
- Strong communication skills
- Excellent speaking, listening, and facilitation skills

Effort & Responsibility
- Attention to detail
- Responsible for the overall success of the conference
- Effort required to ensure the conference runs efficiently and smoothly.
- The Volunteer and Logistics Coordinator is expected to be a positive role model during the conference and beyond, maintaining professionalism with all delegates

Working Conditions
- Time demands may exceed stated hours of work, especially as the conference approaches
- Most work can be completed in a shared office or from home.

Training and Experience
- Experience with previous/other leadership conferences is an asset
- Experience planning events and mitigating risk (risk management) is an asset
- Previous experience with developing and executing training of teams is an asset
- Previous volunteer management experience is an asset
Additional required training will be provided by the Horizons Coordinator
- Risk management skills are an asset
- Management experience an asset

Equipment
- Basic computer software and internet use
- Personal computer
- Use of communication equipment during conference (including, but not limited to, walkie-talkies)