

## Events Support

## Role Description

**Number of Positions Available:** 15 to 20

**Experience Level:** No Previous JDC West or similar position required

**Reporting to:** Nardos Ghebremeskel, Vice President Events

### About JDC West

JDC West is the most prestigious undergraduate business competition in Western Canada, hosting 1,300 attendees and uniting over 650 delegates from eleven premier post-secondary institutions each year. Over the course of three days, students from British Columbia, Alberta, Saskatchewan, and Manitoba showcase their skills in the academic, athletic, debate, and social aspects of the competition. JDC West would not be possible without the support of almost 400 volunteers and dozens of professional partners who bring this elaborate and multi-faceted competition to life.

Many volunteer opportunities are available to be a part of the competition. Volunteers must act impartial to any of the eleven competing teams. You may be ineligible to volunteer for certain positions if you are affiliated with any of the competing teams, such as (but not limited to): judging and/or coaching of the competitors; volunteering, attending, and/or donating to the team's charity causes; volunteering for Chillin' for Charity; being part of the executive team; participating or facilitating any of the programming offered by the competing teams; and more.

### Position Responsibilities:

- Guide delegates, sponsors, and other stakeholders to their designated areas
- Guide competing teams backstage, onstage and offstage at their respective times
- Ensure competing teams are provided with their respective props for skit night
- Assist the transition of events as well as the set-up and take-down process

### Position Requirements:

- Strong organizational and communication skills
- Strong enthusiasm, reliable and dedicated
- Able to manage stakeholders and large crowds
- Ability to work under pressure in a fast paced environment

## Volunteer Expectations

Volunteers are expected to meet all of the following requirements:

- Attend at least one virtual training session; as well as any portfolio-specific training sessions.
- Download and install applicable digital platforms and software (i.e. Zoom) used for the competition.
- Must have a working internet connection and a desktop computer and/or laptop with a working microphone and camera.
- Reply timely to emails and other methods of communication.
- Be available for at least one 4-6 hour shift. Priority will be given to applicants who are available to volunteer multiple shifts/days.