

## Moderator (Presentation)

## Role Description

**Number of Positions Available:** 10

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

**Reporting to:** Leslie Bourns, Academic Volunteer Coordinator

### 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:

- Act as moderator for each business case presentation
- Within the presentation room, let in teams, introduce teams, and ensure presentation is displayed
- Provide proper permissions and/or assistance to competitors (within the rules) and judges as needed to ensure smooth transition in each presentation
- Recite rules and regulations prior to each presentation
- Govern Question & Answer period for judges
- Supervise each presentation room
- Build relationships with judges and provide assistance or materials when requested
- Upload all presentation PowerPoints onto the computer and display PowerPoints on screens
- Check and verify that the presentation clicker is functioning in between presentations
- Keep judges on time with 5 minute deliberation after each presentation
- Read the rules to all spectators before each presentation
- Ensure spectators are entering the room at the right time
- Responsible for all the finished scorecards to be placed in a folder and brought to the check-in table

## Position Requirements:

- Detailed oriented, responsible, and able to handle stress under pressure
- Strong organizational, multitasking, and communication skills
- Organized, detail oriented, and approachable
- Able to follow and manage logistical schedules
- Ability to present with strong public speaking and interpersonal skills
- Time management for logistics and reporting, verbal communications/public speaking
- Attendance at run through is mandatory
- Able to follow Covid-19 protocols
- Ability to interact professionally with delegates
- Able to work independently and in a team setting
- Availability for trainings (two weeks prior to competition) and the full competition (January 14 - 16)
- delegates

## Volunteer Expectations

Volunteers are expected to meet all of the following requirements:

- Attend at least two training sessions; as well as any portfolio-specific training sessions.
- 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.