

# LOGISTICS TIMEKEEPER

## Role Description

**Number of positions available:** 4 to 8

**Experience level:** No previous JDC West experience required

**Reporting to:** Benjamin Petruk, VP Logistics

## About JDC West

JDC West is the most prestigious undergraduate business competition in Western Canada, hosting 1,300 attendees and uniting over 600 delegates from twelve 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 challenge aspects of the competition. JDC West would not be possible without the support of over 200 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 twelve 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:

- Provide support to the Logistics portfolio
- Ensure that each component of the competition is running on time
- Support the logistical schedule with transitions
- Answer any questions regarding directions and campus information or alternatively, know who to contact for more information
- Report any misconduct to the respective VP as needed

## Position Requirements:

- Excellent time management skills
- Strong communication, interpersonal, critical thinking, and observational skills
- Must have a cell phone that can be used to track time

### Volunteer Expectations:

Volunteers are expected to meet all of the following requirements:

1. Attend at least one training session; as well as any portfolio-specific training sessions.
2. Reply to emails and other methods of communication on a timely basis.
3. Be available for at least one 4–6-hour shift. Priority will be given to applicants who are available to volunteer multiple shifts/days.

