



PREPARED ESPECIALLY FOR:
FOR THE POSITION OF:

_____ (name)
_____ (event name)
Logistics Manager

RESPONSIBLE TO
KEY MEETINGS

Committee Chair
Event Planning Meetings
Event

POSITION CONCEPT:

Responsible to the Chair of the Committee hosting the event. Is responsible for overseeing gear management and maintenance.

REQUIREMENTS

- Registered Scouter 18 years of age or older with current YPT status

PRINCIPAL RESPONSIBILITIES:

1. Attend regular Event Committee Meetings, as requested by the Event Chairperson
2. Keep inventory of event gear and get clearance through Event Lead for budgetary requirements
3. Work with event leaders and other volunteers to determine what is needed and how to procure
4. Work with event leader and staff advisor to order needed items in a timely and thrifty manner
5. Ensure that gear or other items are distributed to correct locations/volunteers at event and that any gear needs are addressed
6. Check gear in at end of event and note any issues to discuss with committee
7. Meet with Event Lead and Staff Advisor and follow National and Council budgeting, safety and NCAP standards and regulations