



# 25<sup>th</sup> World Scout Jamboree

## IST Job Catalog



The Organizing Committee for the 25<sup>th</sup> World Scout Jamboree - 2023 SaeManGeum  
Le comité d'organisation du 25<sup>e</sup> Jamboree Scout Mondial - 2023 SaeManGeum



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# 1. Planning Division

The Planning Division is in charge of all aspects from the planning stage to the operational stage for Contingent support, public relations, VIPs protocol & guest services, exhibitions, and pre/post activity-related tasks.

## PL-1 Administration

- ▲ The Administration is responsible for overall Jamboree planning & schedules and the operation of the Welcome centre, IT(integrated platform), registration, risk management, and sponsorship management.
- ▲ Teams : Welcome centre, Crisis Management, Sponsorship

### PL-1-1 Administration Team

- assists in all aspects of Planning Division Administration.
  - prepares and runs related meetings on site.(JPT Division, HoC, Hub Camp etc.)
  - manages on-site communication within Planning Division
- ◆ Key Skill : Fluent in English and requires computer skills in documentation.

### PL-1-2 Welcome Center

- operates the Welcome centre, checks up the completion of participants' SfH, and performs medical and health checks.
  - issues an ID card after checking and registering the list of participants, and reissues the ID card if it is lost or damaged.
  - manages and operates the Jamboree Integrated Platform.
- ◆ Key Skill : fluent in English, French or Korean to educate visitors on Safe from Harm, and requires computer skills to operate the participant registration desk



### **PL-1-3 Crisis Management**

- receives reports for each crisis situation during the Jamboree period, identifies what happens, and delivers them to the relevant working-level department to take action.
- reports various crisis situations (terrorism, fire, various crimes, natural disasters, etc.)
- identifies crisis situations and promptly delivers them to the relevant working-level department.

◆ Language Skills: Korean, English, French, Spanish, Arabic, Russian

### **PL-1-4 Sponsorship Management**

- inspects marketing matters of official sponsor companies during the Jamboree event, and checks and blocks marketing and promotion of companies in the Delta area except official sponsors.
- checks the implementation of the Sponsor Company Recognition Program and promotional rights for each official Sponsorship Level.





## PL-2 Operation Management

- ▲ The Operation Management operates the headquarters, and is in charge of communicating with Contingents during the preparation and operation of the Jamboree including tasks such as holding Heads of Contingent meetings.
- ▲ Teams : HoC Relation, HQ Operation, Global Support, IST Career, WOSM Relation

### PL-2-1 Heads of Contingent (HoC) Relation

- prepares and runs the daily HoC meetings during the Jamboree.
- operates and responds to the communication channels of the HoC, i.e. facilitates communication channels to keep HoCs informed before, during and after the daily meetings.
  - The channels are the daily 'HoC Meeting', 'Helpdesk' and 'HoC Lounge'.
  - The HoC Lounge is a space for the HoC to rest and hold small meetings, so ISTs support the HoC to use the lounge without any inconvenience.
  - The Helpdesk serves as an information desk for the HoC to request administrative help or to receive complaints from participants, while ISTs receive opinions and assist in solving problems. IST supporting the execution of the daily HoC meetings will assist in solving problems as well.
- ◆ Key Skill : fluent in English and speaking at least one other official WOSM languages (French, Arabic, Russian and Spanish) is preferred. Speaking other languages will be an additional asset. Some ISTs are required to translate official documents into other languages.

### PL-2-2 HQ Operation

- oversees the overall operation of the Jamboree Headquarters including preparation & translation of documents for the meetings and writing meeting minutes, and responds to complaints from co-Hub chiefs and Sub Camp chiefs.
- collaborates with other divisions & departments by sharing current issues and supports the smooth operation of the Jamboree.
- ◆ Key Skill : have advanced language skill in English(Lv.3~4), and speaking both in English and in other languages such as French is preferred. Some ISTs are required to translate official documents into other languages.



### **PL-2-3 Global Support**

- attends meetings held at the headquarters and four hubs and staff hub, provides interpretation support during meetings, and translates meeting documents and meeting minutes into English and French.
- ◆ Key Skill : be able to interpret or translate the language of NSOs into English or French (Lv.5), and speaking multiple languages such as Arabic, Spanish, and others is preferred.

### **PL-2-4 IST Career Management**

- is responsible for IST related roles which include communication, job allocation, training, IST database management and onsite IST life support.
- provides off duty support and also recognitions such as IST excellence awards.
- monitors IST's condition and needs in each group and collaborates with other group leaders to provide the best IST experience in the Jamboree. That includes conducting an IST survey to get feedback from IST.
- ◆ Key Skill : have advanced language skill in English(Lv.3) for smooth communication with ISTs, and speaking multiple languages such as French, Arabic, Spanish, or others is preferred.

### **PL-2-5 WOSM Relation Team**

- joins the World Organization of the Scout Movement (WOSM) team supporting the World Scout Jamboree in partnership with the Host organization.
- provides service and assistance to the WOSM team in the areas of Programme, Communications, Logistics and Camp Support, ensuring the World Scout Jamboree reflects and represents World Scouting and its diversity.
- brings language, cultural, interpersonal skills and experiences to facilitate the work behind the scenes in supporting the Host team, by providing practical and operational support as required.
- ◆ Key Skills: Strong ability to speak and read in English (Lv.3) is required. The ability to communicate efficiently in other WOSM official working languages such as French, Arabic, Spanish, or Russian would be an asset.



- ◆ Be flexible and resourceful with high problem solving skills, and able to work and cooperate diplomatically within an international and multicultural framework.
- ◆ Good understanding of World Scouting and previous experience or strong interest in International Scout events are preferred.



## PL-3 SaeManGeum Delta

- ▲ The Saemangeum Delta is in charge of planning and operating the exhibition area and operates Better World Tent, Global Village, SDG Maeul, Religious centre, Scouting Expo and Food House.
- ▲ Teams : Delta Planning & Facility, Food house, Ban Ki-Moon SDG Maeul, Contingent Tents, Exhibition Area, Scout Trade Corner, Inter Religious Centre, Scout Shop

### PL-3-1 Delta Planning & Facility

- allows Jamboree participants and day visitors to experience Scouting and Jamboree culture through various exhibitions by exchanging cultures of each country.
- is responsible for the exhibition programs throughout the Delta area
- responds immediately when crisis and emergency situations happen in the Delta area, and manages facilities and supplies in the Delta area.
- ◆ Key Skill : have advanced language skill in English(Lv.3~4) for managing the exhibition program.
- ◆ ISTs who manage facilities must have electricity and firefighting skills and be able to speak in Korean and simple communication in English(Lv.2).

### PL-3-2 Food House

- manages food houses, which are spaces for experiencing and promoting representative foods of NSOs, and supports the smooth operation of NSOs' food houses.
- supports the operation of common areas within the food houses, and gives support for the purchase process if NSOs want to buy food materials for the operation of the food house.
- supports safety inspection and overall management for safe facility operation.
- ◆ Key Skill : Be able to communicate both in Korean and in English (Lv.3) for supporting the purchase of food materials, and be able to speak simple communication in English (Lv.2) for supporting guidance and common area operation.



### PL-3-3 Ban Ki-Moon SDG Maeul

- operates and supports programs that can motivate young people to actively participate in community development by realizing that they and their neighbors are members of the community by making them aware of the Sustainable Development Goals.
- is in charge of displaying and progressing the Scouts for SDGs program, managing materials for exhibits and facilities, and conducting safety management and monitoring of participants.
- ◆ Key Skill : must have extensive knowledge of SDGs programs and activities of WOSM, and must be able to speak at least two languages(Lv.4) for running the program. Be able to communicate in simple English(Lv.2) for supporting tasks such as material management and safety management.

### PL-3-4 Contingent Tents

- is a space for communication to learn and understand the various cultures, such as the culture, history, and activities of other NSOs. Each NSO installs and operates its own contingent tents.
- guides the participating Contingent tents location and exhibition space, provides support for safe exhibition viewing for participants and visitors, and inspects the facilities in the contingent's tent.
- ◆ Key Skill : fluent in English(Lv.4) to communicate with participating contingents
- ◆ ISTs who manage facilities must have electricity and firefighting skills and be able to speak in Korean and simple communication in English(Lv.2).

### PL-3-5 Exhibition Area

- supports the creation of space to promote Scouting events, promote sponsoring organizations, and experience and share various cultures.
- supports the operation of Scout exhibition activities, and supports the safety and exhibition viewing of participants and visitors.
- inspects all facilities in the exhibition area and guides visitors to evacuate in case of an emergency.
- ◆ Key Skill : fluent in English(Lv.4), and must have electricity
- ◆ ISTs who manage facilities must have electricity and firefighting skills and be able to speak in Korean and simple communication in English(Lv.2).



### **PL-3-6 Scout Trade Corner**

- operates an item exchange corner where Scout items can be exchanged or shared, monitors participants to exchange items in a healthy way, and is in charge of maintaining order and safety management.

◆ Key Skill : fluent in English(Lv.4)

### **PL-3-7 Inter Religious Centre**

- is in charge of comprehensive guidance on religious events operated by Inter-religious Centre, and guides visitors to the location of Inter-religious Centre and event venues for each religion.
- proceeds through coordination and cooperation for tasks requested by the Joint Religious C.

◆ Key Skill : have a basic understanding and knowledge of religions, and have or want experience in international events. be able to speak in the language of each religion and in English(Lv.3), and some ISTs are in charge of interpreting, so must be able to interpret English-Korean, French-English/Korean, Spanish-French/English (Lv.4)

◆ must be able to operate the broadcasting system and be able to communicate simply in Korean and English(Lv.2) for ISTs that manage the facility.

### **PL-3-8 Scout Shop**

- operates a souvenir shop and is in charge of customer service, souvenir sales and inventory management, and hygiene management of the place.

◆ Key Skill : be able to speak in Korean and in either English or French(Lv.3). have field work experiences such as store management.



## PL-4 Public Relations

- ▲ PR is in charge of publicizing and marketing tasks related to the Jamboree using various media from the Jamboree preparation process, during the Jamboree, and after the Jamboree ends. PR also proceeds with photographing and video shooting during the Jamboree, and creates & distributes contents that can be promoted internally and externally.
- ▲ Teams : Internal Communication, JAM Newspaper & TV, Press Support, JAM Photo/Video, JAM Social Media(Koala)

### PL-4-1 Internal Communication

- promotes the Jamboree efficiently through the establishment and operation of basic plans and detailed operation plans for Jamboree publicity.
  - establishes and operates promotional strategies, and produces Jamboree usage examples, Jamboree Korean/English-French translation guides, and Jamboree common designs(broadcast/newspaper/SNS common templates and assets).
  - operates a media centre and manages materials(Photos, Videos, Press releases, etc.) generated during the Jamboree.
- ◆ Key Skill : Speak fluently either in English or French. Highly preferred who have work experiences (promotional support and translation), who have proficient skills in Adobe / MS Office (Doc, Excel, PPT) programs

### PL-4-2 JAM Newspaper & TV

- produces and distributes realistic Jamboree newspaper and broadcast contents that can be enjoyed anytime, anywhere for the 'Jamboree enjoyed around the world'.
  - writes Jamboree news articles, uploads them to the Jamboree App, selects excellent articles, and publishes them as a daily newspaper.
  - operates JAM TV(YouTube) and configures and operates on-site broadcasting and various programs.
- ◆ Key Skill : have relevant work experience such as broadcasting programming, live broadcasting on YouTube, broadcast writing, or reporting. Must be able to communicate in English or French



### **PL-4-3 Press Support**

- operates the Jamboree Press centre to share Jamboree news with external reporters and supports the progress of the Jamboree briefing twice a day.
  - manages the environment in the press centre and responds to complaints.
  - manages reporters and issues Jamboree Press ID cards.
  - Clipping of domestic and international reports/promotional materials related to Jamboree during Jamboree.
- ◆ Key Skill : have relevant work experience in the media response office, spokesperson office, and public relations office. And must be able to communicate in English or French. Have proficient skills in MS Office (Doc, Excel, PPT) programs

### **PL-4-4 Jam Photo/Video**

- contributes to the successful operation of the World Jamboree by producing photo and video materials that can be used for press, publicity, and internal and external records.
  - takes photos and videos to vividly record the overall Jamboree operation, such as entry and exit of participants, opening and closing ceremonies, activities, and camping life.
- ◆ Key Skill : requires domestic and international event filming experience and possession of filming equipment (required), and have skills in communication in other languages.

### **PL-4-5 JAM Social Media(Koala)**

- uploads various types of short-form videos, card news, and photos to channels such as YouTube, Instagram, and TikTok for the purpose of communication on SNS platforms.
  - promotes the SaeManGeum Jamboree around the world through entertainment marketing with creative and diverse video production.
  - operates SNS channels such as YouTube, Instagram, and TikTok, and broadcasts live on-site.
  - produces content such as short form and card news.
- ◆ Key Skill : have proficient skills in smart devices, Photoshop, Premiere Pro(video editing program), etc. and can appear in production contents



## PL-5 Guest Service

- ▲ The Guest Service is in charge of day visitors, VIPs & special guests protocols and also works for Jamtel operation & management. Also it operates receptions and supports NSOs reception operation.
- ▲ Teams : Day Visitor, Jamtel, Special Guest, Reception

### PL-5-1 Day Visitor

- manages the information desk at the Welcome centre for day visitors, confirms registration and payment, and guides day visitors to the location of entry/exit, parking lot, and bus stop.
- manages day visitors' entry and exit notices and tours of day visitors in the Delta area.
- manages the parking area for day visitors.
- ◆ Key Skill : be able to speak either in English or French. have relevant work experience such as the face-to-face services, parking guide, or others. have proficient skills in IT devices operations.

### PL-5-2 Jamtel

- checks or manages Jamtel users among special guests.
- secures, selects and manages Jamtel accommodations.
- operates and manages the shuttle bus between the Jamboree campsite and Jamtel.
- ◆ Key Skill : must be able to transport and drive for special guests, and requires such as French, Arabic, or other languages in advanced or higher language skills for interpretation(Lv.4)

### PL-5-3 Special Guests

- manages Special Guests overall.
- provides registration information and food & beverage services for special guests.
- checks the visiting schedule of special guests and manages souvenirs.
- operates a lounge for special guests and provides food and beverage services.
- provides information on activities which special guests can participate in at the campsite.
- provides information about paid program activities and on Jamtel.

- ◆ Key Skill : must be able to transport and drive for special guests, and is requires such as French, Arabic, or other languages in advanced or higher language skills for interpretation(Lv.4)

#### **PL-5-4 Receptions**

- operates a welcome and farewell reception, confirms attendees, arranges seats, provides meals, and guides them to the Jamboree venue.
- supports operation of NSO's reception.

- ◆ Key Skill : having social experience or skills in official events is preferred for Welcome/farewell reception MC, and speaking the language of NSOs fluently(Lv.4) is for NSO reception manager.

#### **PL-5-6 Pre & Post Activities(PPA)**

- Pre & Post Activities operates the transportation of participants including airport pick-up & drop-off, manages the field trip schedule, and takes care of safety.
- picks up and drops off the participants of Pre & Post Activities at the airport.
- leads participants and manages routes within the PPA schedule.
- manages safety within the participant schedule and reports to the manager in case of an emergency.
- runs Scout Night of cultural exchange for participants.
- Working Period
  - 23 July ~ 15 August 2023 (24 days) : 5 pax.
  - 25 July ~ 15 August 2023 (22 days) : 35 pax.

- ◆ Key Skill : have communication skills in English in most situations (Lv.3), in Korean speaking ISTs in order to communicate with domestic companies
- ◆ have ability to run programs for Scout Night



### PL-5-7 Airport

- ISTs at the Airport are in charge of welcoming participants arriving from abroad and supporting them to move safely to the Jamboree site.
  - supports the reception and transportation of participants
  - collects information of passenger status, makes lists, manages supplies, checks real-time flights, and manages flight schedules.
- ◆ Key Skill : have fluent language skills (Lv. 2~4) to communicate with other NSOs (phone calls) and computer skills such as Word or Excel



## 2. Programme Division

The Program team operates activities so that participants can join in various activities smoothly, and is in charge of tasks such as human resources management, supplies management, and safety management.

### PG-1 Program Administration

- ▲ The Program Administration is in charge of general tasks such as organization management of the program department, communication management necessary for activities operation, ISTs and professional human resources management working for the activities, and creation of records on activities operation.
- ▲ Teams : Program General Management, Program IST Management, Program Professional Management, Program Communication, Program Records Management

#### PG-1-1 Program General Management

- manages and adjusts the overall schedule of the Program Division, including activities and events.
- coordinates or disseminates work conflicts among departments.
- connects and cooperates on work with other divisions.
- receives complaints from other teams and resolves them.
- operates and manages work spaces of the Program Division (offices, meeting rooms).
- operates and manages the sharing platform of the Program Division (Slack, Google Drive, Monday.com).
- ◆ Key Skill : have proficient skills in using Slack, Google Drive, and Monday.com, and in computer documentation working (MS Office). Those who have experiences in working at the administration department at the previous World Scout Jamboree are highly preferred.
- ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
  - English+Korean / English+French / English+other languages

### **PG-1-2 Program IST Management**

- supports the education and training of Program Division ISTs and coordinates their duty placement.
  - checks the daily work situation (attendance, absence) of the Program Division ISTs.
  - runs the operation of the Program Division ISTs and supports their welfare.
- ◆ Key Skill : have proficient skills in using Slack, Google Drive, and Monday.com, and in computer documentation working (MS Office). ISTs who have experiences in working at the administration department at the previous World Scout Jamboree are highly preferred.
- ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
- English+Korean / English+French / English+other languages

### **PG-1-3 Program Professional Management**

- manages the professional personnel for the activities and the main arena.
  - manages the work situation of professional personnel and supports access to the campsite.
  - supports and manages professional personnel to complete the required Jamboree training.
  - supports communication channels for professional personnel.
  - supports the welfare (meal and rest) of the professional personnel.
- ◆ Key Skill : have business communication skills for team management, and be able to communicate in English. Speaking in Korean or other languages is highly preferred. (Lv.3~4)
- Korean+English / Korean+other languages

### **PG-1-4 Program Communication**

- operates and supports communication channels within and outside the Program Division, with other Divisions, and with other organizations.
- manages communication between the Program Division and activities area (inside and outside the campsite).
- manages communication between the Program Division and the Jamboree Planning Team



- manages communication between the Program Division and the Jamboree Organizing Committee
  - manages communication between the Program Division and external organizations
  - distributes Program Division press releases and operates official media interview channels.
- ◆ Key Skill : have proficient skills in using Slack, Google Drive, and Monday.com, and in computer documentation working (MS Office). ISTs who worked in the previous World Scout Jamboree administration departments are highly preferred.
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
    - English+Korean / English+French / English+other languages

#### **PG-1-5 Program Records Management**

- manages the Program Division's Jamboree operation record.
  - records the operation site of the activities with photos and videos.
  - collects and maintains records of the Program Division, including documents, photos, and video.
  - collects and organizes daily closing meeting documents and materials.
  - writes a Program Division white paper (video/document).
  - develops and distributes basic report forms for each department and activities in order to publish daily reports and white papers
- ◆ Key Skill : have proficient skills in using photo & video editing programs such as Premiere Pro, After Effects, Photoshop, in using Slack, Google Drive, and Monday.com, and in computer documentation working (MS Office). ISTs who have experiences in working at the administration department at the previous World Scout Jamboree are highly preferred.
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
    - English+Korean / English+French / English+other languages

## PG-2 Program Materials

- ▲ The Program Materials manages necessary materials for activities and is in charge of safety inspections on on-site activity facilities.
- ▲ Teams : Program Procurement & Distribution, Program Material management, On-site activity Facility

### PG-2-1 Program Procurement & Distribution

- establishes a supply plan for necessary supplies in the Program Division.
  - manages the warehouse of the Program Division.
  - manages the incoming & outgoing and inventory materials, stock control and systems management of the Program Division.
  - develops a master plan for material management and disposal after the Jamboree.
- ◆ Key Skill : International driver's license holders, & heavy equipment operators are preferred
  - ◆ have a healthy body and physical strength without any strain in spite of long-time moving outdoors
  - ◆ control and record stock movement
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
    - English+Korean / English+French / English+other languages

### PG-2-2 Program Material Management

- arranges necessary materials for activities and the main arena operation of the Program Division activities.
  - performs follow-up management (exchange, recovery) of the materials of the Program Division.
- ◆ Key Skill : International driver's license holders, facility maintenance and operation license holders, have a healthy body and physical strength without any strain in spite of long-time moving outdoors. Ability to control and manage IT systems for tracking purposes.
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
    - English+Korean / English+French / English+other languages



### PG-2-3 On-site Activity Facility

- conducts safety inspections of the on-site activity facilities.
  - maintains and repairs facilities for on-site activity facilities.
  - initiates actions and action points for each activity in each control situation.
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- ◆ Key Skill : have skills in using tools for maintenance and repair of facilities, special tool/equipment/device license holders, have a healthy body and physical strength without any strain in spite of long-time moving outdoors. Records findings of inspections and highlight failures or gaps
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)
    - English+Korean / English+French / English+other languages



## PG-3 Program First Aid

- ▲ The Program First Aid responds to emergency patients in and outside the campsite and patrols the campsite.
- ▲ Teams : On-site Activity First Aid, Off-site Activity First Aid

### PG-3-1 On-site Activity First Aid

- patrols the on-site activity site by district and checks for any unusual issues.
  - supports the treatment of non-emergency patients (minor injuries) that occurred at the on-site activity site.
  - supports on-site personnel in the event of an emergency at the on-site activity site.
- ◆ Key Skill : ISTs completed CPR and first aid training, emergency rescue workers, or license holders are highly preferred. have a healthy body and physical strength without any strain in spite of long-time moving outdoors.
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)

### PG-3-2 Off-site Activity First Aid

- supports the treatment of non-emergency patients (minor injuries) that occurred at the off-site activity site.
  - supports off-site personnel in the event of an emergency at the on-site activity site.
- ◆ Key Skill : international driver's license holders, ISTs completed CPR and first aid training, emergency rescue workers, or license holders are highly preferred. have a healthy body and physical strength without any strain in spite of long-time moving outdoors.
  - ◆ have business communication skills for team management, and be able to communicate in English. Speaking in Korean, French, or other languages is highly preferred. (Lv.3~4)



## PG-4 On-site Activities

- ▲ The On-site Activities is in charge of operating the activities created inside the Jamboree campsite.
- ▲ Teams : Scouting for life·Smart & Scientific Activities, Safe & Secure·Sustainability Activities, Culture·Tradition Activities, Aviation Activities, Adventure Activities, Challenge Activities, On-site Aqua Activities

### PG-4-1 Scouting for Life·Smart & Scientific Activities

- operates programs of S1 (7 types) and S2 (9 types) of on-site activities.
- manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
- conducts daily activity safety checks. (facilities, equipment, activities sites, etc.)
- conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
- records results of the activities operation daily. (Sharing with Program Records Management)
- Activities : Pioneering, Pioneering Exhibition, Hwa-rang (Scouts in Shilla Dynasty) Awards, Looking for Jamly, Dream Merit Badge, Jamboree Board Game, Experience Orienteering, Mute Dance, Jam Cinema, 4D Frame, VR/AR Experience, Renewable Energy, Geocaching, Projection Mapping, 3D pan art, science class
- ◆ Key Skill for S1 Programmes : have a high understanding of Scouting and be able to operate programs for their functions is highly preferred.
- ◆ Key Skill for S2 Programmes : major in & have high interest in science-related subjects and be able to run programs
- ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.

### PG-4-2 Safe & Secure·Sustainability Activities

- operates programs of S3 (3 types) and S4 (4 types) of on-site activities.
- manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
- conducts daily activity safety checks. (facilities, equipment, activities sites, etc.)



- conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
- records results of the activities operation daily. (Sharing with Program Records Management)
- Activities : Jump Tower Challenge, Survival Village, Tools and Safety, Desertification, Future Food Town, Save the Sea Microplastic Pendant, Water Purifying
  - ◆ Key Skill for S3 Programmes : work in safety-related occupations and safety education-related licenses, or have equivalent educational skills
  - ◆ Key Skill for S4 Programmes : have a high understanding of sustainable development and be able to operate SDGs-related educations & programs for young people is highly preferred.
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.

#### **PG-4-3 Culture·Tradition Activities**

- operates culture-tradition programs of on-site activities (8 types).
- manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
- conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
- conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
- records results of the activities operation daily. (Sharing with Program Records Management)
- Activities: Dalgona(Sugar Honeycomb Toffee) making, traditional games, mask making·mask dance, planet earth travel, punch needle, Hanji craft (Korean traditional paper - making fans), K-POP, Korean traditional culture
  - ◆ Key Skill : be interested in Korean tradition & culture, be able to run Korean tradition & culture programs for participants after learning, and to teach handicrafts & music for participants
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.



#### PG-4-4 Aviation Activities

- operates aviation programs of on-site activities A (5 types).
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities: drone, dream kite, light aircraft, aerospace (hot air balloon), land sailing (paragliding)
- ◆ Key Skill : Drone-related workers or those with relevant license holders are preferred, aviation-related workers (maintenance, flight, service) or those with relevant license holders are preferred
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.

#### PG-4-5 Adventure Activities

- operates adventure programs of on-site activities A (3 types).
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities: Forest rope/Zipline, Jam Tree House, Climbing
- ◆ Key Skill : have a healthy body and the physical strength to run an active programs
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.



### PG-4-6 Challenge Activities

- operates challenge programs of on-site activities A (11 types).
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities: Team Building Game, Milk Box Challenge, 2023 Award, BMX, Shooting Range Zone, Maze Escape, Trench Combat, Yoga, New Sports Zone, Dodgeball, Disc Golf
- ◆ Key Skill : have a healthy body and the physical strength to run an active programs
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.

### PG-4-7 On-site Aqua Activities

- operates aqua programs of on-site activities A (10 types).
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities : CCIM(canoe), CCIM(kayak), CCIM(rubber boat), CCIM(mega paddle boat), scuba diving, monofin swimming, skin diving, air bounce challenge, water tug-of-war, walking ball bumper car
- ◆ Key Skill : water Leisure sports-related workers or water lifesaving qualifications/license holders are preferred.
  - ◆ Language : at least speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.



## PG-5 Off-site Activities

- ▲ The Off-site Activities team is in charge of operating the activities created outside the Jamboree campsite.
- ▲ Teams : Over Night Activities, Daily Activities, Off-site Aqua Activities, Off site Transportation

### PG-5-1 Over Night Activities

- operates the over night activities of the off-site activities (4 types).
  - provides interpretation necessary for communication between the person in charge of off-site activities(Korean) and the participants.
  - supports participants' day/night safety management and activity operation.
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - acts as liaison for support teams (transportation, food, etc.) to guarantee resource availability for overnight activities.
- ◆ Key Skill : be able to understand the direction and flow of environmental change and manage change to adapt and respond appropriately to the changing circumstances of individuals and organizations. be able to adjust and integrate to present a reasonable solution by identifying the interests and conflicts of stakeholders and judging them from a balanced perspective.
  - ◆ Language : Speaking in English + Korean(Lv.2~3) or Korean + other languages(Lv.2~3) is preferred.

### PG-5-2 Daily Activities

- operates the daily activities of the off-site activities (17 types).
  - provides interpretation necessary for communication between the person in charge of off-site activities(Korean) and the participants.
  - supports day/night safety management and activity operation.
  - records results of the activities operation daily. (Sharing with Program Records Management)
- ◆ Key Skill : be able to understand the direction and flow of environmental change and manage change to adapt and respond appropriately to the changing circumstances of individuals and organizations. be able to adjust and integrate to present a reasonable solution by identifying the interests and conflicts of stakeholders and judging them from a balanced perspective.

- ◆ Language : communicating in Korean are preferred. speaking in English + Korean (Lv.2~3) or Korean + other languages(Lv.2~3) is preferred.

### **PG-5-3 Off-site Aqua Activities**

- operates the aqua activities of the off-site activities (2 types).
- provides interpretation necessary for communication between the person in charge of off-site activities(Korean) and the participants.
- records results of the off-site aqua activities operation daily. (Sharing with Program Records Management)

- ◆ Key Skill : be able to develop safe activities and to create an environment through thorough and systematic safety management of water activities. be able to use the environment in a sustainable manner by preserving and managing the natural & artificial environment, and the environment used by humans.
- ◆ Language : Speaking in English + Korean (Lv.2~3) or Korean + other languages(Lv.2~3) is preferred.

### **PG-5-4 Off-site Transportation**

- coordinates transport plans for off-site activities and manages buses.
- manages and operates off-site activities, bus boarding areas and departure points.
- manages lost items from off-site activities.
- provides interpretation necessary for communication between the person in charge of off-site activities(Korean) and the participants.

- ◆ Key Skill : be able to secure transportation personnel for off-site activities, to establish safe transportation plans, and to coordinate dispatch and transportation plans when plans change. be able to cope with ever-changing situations and effectively categorize, organize, and reorganize the collected information.
- ◆ Language : Speaking in English + Korean(Lv.2~3) or Korean + other languages(Lv.2~3) is preferred.

## PG-6 NSOs & Diversity Program Support

### PG-6-1 NSOs Program Support

- operates the NSOs Program of the on-site activities (2 types).
  - communicates with NSOs and effectively supports the operation of the program.
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities : Malaysia, Sweden
- ◆ Language : speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.

### PG-6-2 Diversity Program Support

- operates the Diversity Program of the on-site activities (2 types).
  - supports disabled Scout participants and their participation in activities.
  - operates and deploys special vehicles to support the participation of disabled Scouts in their activities.
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
- ◆ Key Skill : be able to understand diversity and to run the program from a neutral point of view
- ◆ Language : speaking in English(Lv.2~4) or English + other languages(Lv.2~3) is preferred.





## PG-7 Local/Religious Council Support

### PG-7-1 Local/Religious Councils Program Support

- operates the Local Councils Program of the on-site activities (11 types).
  - manages the participants. (identification of the number of participants, safety guidance, maintenance of activity site order, evacuation support in case of emergency, etc.)
  - conducts daily activity safety checks. (facilities, equipment, activity sites, etc.)
  - conducts an inspection of materials used in activities. (management of quantity of materials, request for shortage of materials)
  - records results of the activities operation daily. (Sharing with Program Records Management)
  - Activities: Water slide (Seoul South), skin scuba diving (Busan), pony racing (Daegu), ATV (Daejeon), bushcraft (ChungnamSejong), water gun fight (Jeonnam), amateur radio (Gyeongnam), raft making (Jeju), Rattan craft (Won Buddhism), Korean folk painting (Buddhism)
- 
- ◆ Key Skill : mainly Korean ISTs are composed, and be able to operate programs through smooth communication (in Korean) with local and religious councils
  - ◆ Language : speaking in Korean + English(Lv.2~4) or Korean + other languages(Lv.2~3) is preferred.



## PG-8 Events

### PG-8-1 Event Support

- runs opening and closing ceremonies, cultural exchange day events, and K-POP concerts
  - supports the operation of stage events.
  - supports the operation of stage event partners.
  - supports Scout ceremonies (Scout Guard of Honour, entry into the flag squad, etc.).
  - supports education for theme performance and progress.
- ◆ Key Skill : have a high level of understanding in Scout ceremonies. have experiences in running Scout events or other performance events. be able to communicate both in Korean and in English (requires communication with event partners)
  - ◆ Language : English(Lv.2~3) for operation of stage events, education for Scout ceremonies, and education & running of theme performances. English(Lv.2~3) & Korean for supporting partners

### PG-8-2 Event Service

- is responsible for the safety and order of performers and participants.
  - supports participant safety, entry/exit order maintenance, and seating arrangement guidance.
  - assists in managing the waiting room for the event cast.
  - supports communication with the event coordinating team.
- ◆ Key Skill : have kindness and a spirit of service. have experiences in running Scout events or other performance events. be able to communicate both in Korean and in English or English+other languages.
  - ◆ Those who participated in the 17th World Scout Jamboree in 1991 are preferably treated. have experiences in running Scouting events.
  - ◆ Language : English(Lv.2~3) for participants management and English(Lv.3~5) & other languages for cast management are required.



### **PG-8-3 Event Media**

- supports photography, filming and editing of the main arena event.
  - supports the management of VCR screening videos and challenge videos.
  - supports video transmission operation and communicates with partner companies.
- ◆ Key Skill : have proficient skills in photographing & filming and be able to use the photo & video editing program such as Premiere Pro, After Effects, Photoshop. have experiences in running Scout events or other performance events.
  - ◆ Language : English(Lv.2~4) for filming, video editing & management and English(Lv.3~5) & Korean for supporting video transmission

### **PG-8-4 Special Events**

- supports the operation of food and traditional culture events for participating countries on the Cultural Exchange Day.
  - supports the operation of the Reunion 1991 program.
- ◆ Key Skill : have kindness and a spirit of service and be able to communicate with participants. Those who participated in the 17th World Scout Jamboree in 1991 are preferably treated. have experiences in running Scouting events
  - ◆ Language : English(Lv.1~3) for operation of Cultural Exchange Day and English(Lv.2~3) for 1991 Reunion



## 3. Support Division

The Support Division provides basic services such as campsite activities, food supply, safety management, and medical service support for the comfortable life for the Jamboree participants.

### SP-1 Hub Operation

#### SP-1-1 Hub Program Operations

- assists in all aspects of Hub Operations
- plans the hub program and coordinates the schedule.
- conducts stage events and prepares the performance venue.
- carries out other necessary tasks.

◆ Language : English(Lv.2)

#### SP-1-2 Sub-Hub Communications Support

- assists in all aspects of Hub Operations
- holds meetings between co-hub chiefs and sub camp chiefs.
- delivers the results of the meeting among chiefs to the Jamboree HQs and shares the contents and notices delivered from the Jamboree HQs.
- carries out other necessary tasks.

◆ Language : English, French (Lv.3~4)

#### SP-1-3 Hub Facilities Management

- assists in all aspects of Hub Operations
- checks Hub facilities and ensures repairs and cleaning
- operates prayer rooms in Hub.

◆ Language : English(Lv.2)



## SP-2 Sub Camp Operation

### SP-2-1 Sub Camp Operations

- assists in all aspects of Sub Camp operations
- assists in communication among other Divisions.
- assists in running Unit Leader meetings.
- supports for managing documents.

◆ Language : English(Lv.3)

### SP-2-2 Sub Camp Coordination

- assists in all aspects of Sub Camp Operations
- supports participants and Unit leaders including Sub Camp registration
- supports entering and departing from the Sub Camps.
- resolves unit-level complaints.
- visits units and inspects the site.
- manages and distributes unit supplies.
- receives and distributes meals to units.
- checks Sub Camp facilities and ensures repairs and cleaning
- manages and distributes unit supplies.
- checks Sub Camp facilities.
- runs lost-and-found centre.

◆ Language : English(Lv.2)

### SP-2-3 Sub Camp Program

- assists in all aspects of Sub Camp Operations
- runs a Sub Camp night program (performances prepared by country)
- guides and assigns activities on Sub Camps
- responsibility for communal program equipment and facilities

◆ Language : English(Lv.2)



## SP-3 Staff Camp Operation

### SP-3-1 SC Management Support

- assists in all aspects of Staff Camp Operations
- carries out the administrative work of the Staff Camp Operation department.
- conducts communication, coordination, and meetings within HQs and other divisions or departments.
- run IST coordinator meetings

◆ Language : English(Lv.3)

### SP-3-2 SC Operation Support

- assists in all aspects of Staff Camp Operations
- checks and responds to IST arrival/departure confirmations
- provides and retrieves items.
- supports staff(JPT, IST and CMT) for their daily life convenience activities.
- runs Help Desk
- manages and operates various office buildings and event venues within the campsites.
- manages and operates various convenience facilities (IT charging station, cafe & meeting place, etc.) and equipment/furniture within the facility.
- runs lost-and-found centre.
- operates the Media/Bulletin Board for various announcements and guidance.
  - ※ does NOT carry out maintenance/repair facilities.

◆ Language : English(Lv.2). knowledge of likely issues and an understanding of the jamboree hierarchy to know who to escalate issues to for swift resolution

### SP-3-3 SC Program 1(On-site)

- assists in all aspects of Staff Camp Operations
- runs the On-site Program for IST staying in the Staff Camp.

◆ Language : English(Lv.2)



#### **SP-3-4 SC Program 2 team(Off-site)**

- assists in all aspects of Staff Camp Operations
- supports counseling, reservation, and transportation related to the off-site Program for ISTs residing within the Staff Camp.
- provides information on Off-site programs and supports reservation & transportation for ISTs residing within the campsite.

◆ Language : English(Lv.3)



## SP-4 Food

### SP-4-1 Food Management

- assists in all aspects of Food operation.
- oversees the supply of food materials and staff restaurant.
- make sure for smooth operation of supplying food materials & IST catering and food safety, and anticipates possible risks and establishes a prevention plan.

◆ Language : English(Lv.4)

### SP-4-2 Staff Restaurant

- runs a staff restaurant.
- carries food from the kitchen to the dining room.
- ensures the safety of distributed food and continuously checks to maintain cleanliness in the restaurant.
- distributes lunch boxes.
- Maintain order for the smooth operation of the restaurant.
- collaborates with selected catering companies to ensure that catering distribution is operational without time delays or shortages in quantity.

◆ Language : English(Lv.2)

### SP-4-3 Food Supply Chain

- receives ordered foods at 20 sub camps from catering companies
- checks if it matches the order statement and supports food safety inspection
- supplies foods to units in cooperation with sub camps.
- collaborates with selected catering companies to ensure that catering distribution is operational without time delays or shortages in quantity.
- ensures the safety of distributed food and continuously checks to maintain cleanliness in the related facilities.
- collects leftover food materials after distribution and cooking, and strives to manage and dispose of leftover food materials to prevent food safety accidents from occurring.

◆ Language : English(Lv.2)





#### **SP-4-4 Food Safety**

- is in charge of overall food safety and cooperate with related governmental bodies
- responds appropriately to inquiries and situations by cooperating with the staff restaurant and food supply chain.
- minimizes environmental contamination and food safety issues.

◆ Language : English(Lv.3)



## SP-5 Safety

### SP-5-1 Traffic & Patrol

- manages vehicle traffic on the main access road, bridge, parking lot, and other necessary roads of the Jamboree site.
- receives and approves vehicle traffic of participants during the Jamboree, such as day visitors, partner companies, and VIPs in the Welcome centre.
- operates security guards on patrol within the campsite and control access.

◆ Language : English(Lv.2)

### SP-5-2 CCTV

- establishes a crisis management system so that immediate response is possible in the event of a crisis situation by being checked in real time by the control personnel at the control room in the Jamboree Operation Headquarters.
- monitors CCTV in the control room in the operation headquarters in real time.
- responds in the event of a crisis situation in the CCTV control room and takes action on the spot.
- responds to the CCTV control room crisis situation by wired phone and takes action.

◆ Language : English(Lv.2)

### SP-5-3 Disaster Relief

- works in the general situation room and supports participants evacuation in the event of disasters to minimize damage by quickly responding to natural disasters that may occur during the Jamboree.
- monitors natural disasters and weather conditions in real time.
- reacts to disasters, provides on-site actions and evacuation support in the event of natural disasters.
- provides indoor emergency shelters and heat wave shelters.

◆ Language : English(Lv.3)



## SP-6 Hospital

- ▲ Depending on the team at the Jamboree Hospital, there are occupational groups that require qualifications and licenses as stipulated by related laws and regulations. Please be sure to check the contents.

### SP-6-1 Clinic

- performs medical activities such as diagnosis, prescription, treatment, and health guidance at medical facilities within the Jamboree site in order to ensure the safety of participants and to provide efficient medical services at the Jamboree Site.
  - operates the Jamboree Hospital, Clinic, and Emergency Medical centre.
  - treats and prescribes patients.
  - report the occurrence of a patient situation and take transfer action.
  - performs or assists other medical practices.
- ◆ Key Skill : have medical qualifications and licenses as prescribed by relevant laws and majors in medical science by being able to assist in medical practice under the guidance of medical personnel
  - ◆ Language : English(Lv.4), must be able to understand technical term related to medicine, epidemiology, and health science

### SP-6-2 Nursing Care

- performs medical activities such as observation of nursing needs, judgment and implementation of nursing care, and medical assistance in order to ensure the safety of participants and to provide efficient medical services at the Jamboree site.
  - operates the Jamboree Hospital, Clinic, and Emergency Medical centre.
  - assists doctors in treatment and medical practice.
  - observes the patient, make nurse judgments, and care for the patient.
  - performs other medical activities.
- ◆ Key Skill : have nursing qualifications and licenses as prescribed by relevant laws and majors in nursing science by being able to assist in medical practice under the guidance of medical personnel
  - ◆ Language : English(Lv.4), must be able to understand technical term related to medicine, epidemiology, and health science

### SP-6-3 Special Clinic

- performs special treatment(dental treatment), prescription, oral hygiene, and medical treatment assistance at the Jamboree medical facility for the safety and healthy participation of the Jamboree.
  - performs special medical activities such as dental care.
  - performs special medical practice related to dental hygiene.
  - performs medical activities such as dental treatment assistance.
- ◆ Key Skill : have dentist qualifications and licenses as prescribed by relevant laws and majors in related subjects by being able to assist in medical practice under the guidance of medical personnel
  - ◆ Language : dentist – advanced, dental hygienist & team members – intermediate

### SP-6-4 Epidemiology

- prevents collective diseases and infectious diseases that may occur during the Jamboree, performs duties such as overall management & control, and performs epidemiological requests in the event of the occurrence of the above diseases for participants safety.
  - conducts routinely on-site inspections of epidemic risk areas (a kind of patrol concept), draws up a timeline of incidents and accidents that occurred during working hours, compiles statistics before shifts, and hand over monitoring results.
  - guides quarantine measures until the epidemiological investigation is conducted when the team decides to request an epidemiological investigation, notifies them to the entire medical team after checking the precautions to be observed during diagnosis and treatment, records the situation prior to implementation, and proceeds with mediation if there is an urgent intervention currently.
  - submits epidemiological data requested by the central administrative organization (si/gun/gu epidemiological investigation team, city/province epidemiological investigation team, central epidemiological investigation team, etc.) or assists the epidemiological investigation during the epidemiological investigation.
- ◆ Key Skill : Those holding qualifications and licenses as prescribed by related laws are preferred, and those majoring in medical science and nursing science who can assist in medical practice under the guidance of medical personnel are preferred.

- ◆ public health professional or field epidemiologist (like epidemic intelligence service officer)
- ◆ Language : English(Lv.4), must be able to understand technical term related to medicine, epidemiology, and health science

### **SP-6-5 Medical Administration**

- performs headquarters duties such as operation and administration of Jamboree medical facilities and management of operating personnel.
  - performs headquarters duties such as operation, maintenance, and administration of Jamboree medical facilities.
  - produces centralized overall statistics.
  - manages the operating personnel of the Jamboree Hospital.
  - manages medical facility materials. (ordering of required materials, inspection and warehouse storage, etc.)
  - Inventory inspection and ordering of medicines and medical materials
  - supervises patient transport tasks such as hospital operation vehicle (emergency vehicle) management and dispatch.
  - supports work coordination and cooperation system between departments and teams within the hospital.
  - operates and manages communication networks.
  - operates the Help Desk.
  
  - cooperates with related organizations, outpatient hospitals, and central headquarters.
  - handles various complaints.
- ◆ Key Skill : have skills in providing guidance and paperwork necessary for performing medical activities, and be able to perform administrative and headquarters duties to operate the Jamboree medical facility. Having experience in warehouse material management is preferred.
  - ◆ Language: Material management (Lv.2), other tasks (Lv.3~4)



### SP-6-6 Rapid Response

- prepares for emergencies that may occur during the Jamboree and performs duties such as situation response, patient transfer, and situation control for participants' safety.
  - operates an emergency room. (Emergency control, management and report, etc.)
  - prepares for rescue and respond to emergencies.
  - implements emergency patient transport and evacuation to partner hospitals.
- ◆ Key Skill : must have obtained qualifications or licenses as an emergency medical technician in accordance with the relevant laws and regulations. Emergency medical workers engaging in first aid work within the scope determined by the ordinance of the Ministry of Health and Welfare
  - ◆ have skills in administrative and paperwork for the operation of the Situation Team
  - ◆ Language : English(Lv.4), must be able to understand technical term related to medicine, epidemiology, and health science

### SP-6-7 Listening Ear

- performs tasks such as providing intervention and psychological evaluation to participants complaining of psychological and mental discomfort based on empathy and active listening as an expert with excellent understanding of language and culture in order to ensure that participants are psychologically and mentally stable and can participate in the event happily
  - evaluates the psycho-psychological state and provides counseling.
  - provides psychological support or manage the case depending on the participant.
- ◆ Key Skill : having qualifications such as a youth counselor, a professional counseling teacher, a psychological counselor is preferred. having experience in Listening Ear at previous Jamborees is preferred. be able to help participants adapt to the Jamboree based on experience and knowledge related to counseling, and to provide counseling through empathy and active listening to the psychological and mental discomfort of the participant. have a good understanding of language and culture.
  - ◆ Language : fluent in English, Spanish, French, and other languages. At least Lv.4, and Lv.5 is highly preferred.



### SP-6-8 Liaison

- coordinates matters necessary for the operation of the Jamboree Hospital by communicating by being in charge of exchanging information or opinions between departments of the Jamboree Hospital, and coordinating integrated work involving various departments.
  - coordinates the exchange of information and opinions between teams of the Jamboree Hospital.
  - supports handover and communication between IST shifts.
  - serves as a bridge for cross-functional tasks between teams and supports language among other tasks necessary for the operation of the Jamboree Hospital. and also comes with the contingent people
- ◆ Language : fluent in English, French and other foreign languages (Lv.4)



## 4. Logistic Division

The Logistics Division manages the management of supplies, transportation between Incheon International Airport and the Jamboree Site, management of vehicles such as shuttle buses and bicycles within the site, and facilities such as post office, bank, laundromat, and delivery services for the convenience of participants.

### LO-1 Logistics Division Operation

#### LO-1-1 Logistics Division Operation

- operates the headquarters of the Logistics Division Operation and supports the smooth operation of the division by taking care of necessary language and business support within the Logistics Division Operation.
  - supports foreign languages and work within the Logistics Division Operation.
  - supports VIP materials.
- ◆ Language : English(Lv.2~3), other languages(Lv.2~4)





## LO-2 Distribution

### LO-2-1 Distribution 1

- promotes the smooth operation of the Jamboree and the convenience of the participants by accurately supplying participants' individual supplies and large camping equipment with a systematic system, and conducting follow-up management.
  - establishes a supply plan of individual supplies for participants and leaders.
  - manages the warehouse and manages stock and release.
  - manages and operates material supply transport vehicles and equipment.
  - conducts follow-up management of supplies. (exchange and repair request)
- ◆ Key Skill : Driver's license holder (possible to drive a porter and a van)
  - ◆ Language : Lv.2 for follow-up management of supplies and communication among ISTs, Lv.1 for management of other supplies

### LO-2-2 Distribution 2

- promotes the smooth operation of the Jamboree and the convenience of the participants by accurately supplying and managing common supplies necessary for the operation headquarters
  - establishes a supply plan for materials common to the Jamboree Operation Headquarters and Sub and Hub Headquarters and supplies them, and manages to stock and to release.
  - selects and distributes supplies for NSOs contingents and manages to stock and to release.
  - manages and operates material supply transport vehicles and equipment.
  - conducts follow-up management of supplies. (exchange and repair request)
- ◆ Key Skill : Class 1 driver's license holders (must be able to drive a 1-ton truck, porter, van, or other vehicles for material replenishment, supply, and delivery)
  - ◆ Language : Lv.2 for follow-up management of supplies and communication among ISTs, Lv.1 for management of other supplies



## LO-3 Transportation

### LO-3-1 Airport Transportation

- supports bus boarding for transportation of participants from NSOs to and from Incheon International Airport Terminals through a systematic transportation system.
- supports transportation of all participants (Scouts, leaders, IST·CMT, JPT etc.) arriving at Incheon International Airport.
- supports transportation of Pre/Post Activity participants and overseas participants who use official means of transportation among NSOs contingents participating in pre/post tour programs autonomously.
  - ※ Vehicles and drivers for bus operation are in charge of Korean companies.
- calls the appropriate bus at the Jamboree Help Desk. (using walkie-talkie)
- is responsible for participants' bus boarding and crosswalk safety management.
- supports boarding of participants at the group bus boarding area and checks the passengers.

◆ Language : English(Lv.2)

### LO-3-2 Service Area Support

- provides convenience to participants so that they can safely and comfortably use the rest area during transportation of overseas participants.
- guides on boarding and alighting of passengers and use of convenience facilities, and supports interpretation.
- takes care of the safety of participants in highway rest areas.
- operates flexibly according to the situation of arrival and departure of participants as a principle that this system operates 24 hours a day.

◆ Key Skill : driver's license holders preferred

◆ Language : English(Lv.2), Korean(Lv.2)



### **LO--3-3 Jamboree Site Shuttle Bus**

- provides participants with a safe means of transportation during the event through reliable operation management and support of buses operating within the campsite.
- establishes a plan for operating shuttle buses within the campsite.
- manages the operation of shuttle buses and supervises bus drivers within the campsite.
- inspects and checks shuttle bus stops within the campsite.
- checks the safety of shuttle bus passengers within the campsite.
- manages transport companies.

◆ Language : English(Lv.2)

### **LO-3-4 Special Vehicle**

- operates special vehicles and manages rental so that they can safely operate special vehicles and operate work systems efficiently within the Jamboree Site.
- operates special vehicles (forklifts, cranes, tow trucks, water cannons, etc.) at the operation headquarters.
- carries, unloads and holds the container in place.
- operates and manages special vehicles for people with disabilities.
- Examples of special vehicles: forklifts, cranes, trucks, tow trucks, water cannons

◆ Key Skill : Work-related special driver's license holders

◆ Language : English(Lv.2)

### **LO-3-5 Bicycle Service**

- provides a convenient means of transportation by operating and maintaining bicycles for the headquarters and NSOs contingents.
- operates and manages rental bicycles for NSOs contingents.
- operates and manages rental bicycles free of charge to IST and CMT.

◆ Language : English(Lv.2)



### LO-3-6 Motor Pool Management

- establishes and operates a transportation plan for participants, prepares a plan for safety management of operating vehicles, and supports the work of other teams within the vehicle management teams to ensure smooth transportation of participants.
  - manages and operates vehicles (vans, SUVs, trucks, etc.) of the operation headquarters (placed in 5 headquarters, 5 hub centres, etc.).
  - establishes and operates a transport plan for domestic participants.
  - secures arrival/departure status of overseas participants.
  - establishes a plan for dispatching vehicles for entering and leaving the campsite, and supports the operation of the departing transport bus.
  - establishes a prior training plan for service vehicle drivers and conducts training.
  - establishes a safety management plan for operating vehicles.
  - supports the work of other teams in vehicle management
- 
- ◆ Key Skill : have experience in transport planning
  - ◆ Language : English(Lv.2)



## LO-4 Convenience Facility

### LO-4-1 Facilities

- supports and manages the operation of convenience facilities for participants in the Jamboree to increase participant satisfaction and create a pleasant camping environment.
  - manages convenience store operators. (facility maintenance, sanitation, securing demand for goods, support for suggestions, support for purchase interpretation))
  - manages the post office, bank, currency exchange centre. (facility maintenance, sanitation, currency exchange of participants, parcel interpretation, support for suggestions)
  - manages IST laundry. (facility maintenance, sanitation, support for suggestions)
- ◆ Language : English(Lv.2~5) - interpretations between laundromat company staff (Korean) and overseas participants

### LO-4-2 Charging Service

- provides convenience so that participants can use their mobile phones smoothly during the Jamboree by supporting the charging of mobile phones and auxiliary batteries.
  - operates, supports, and manages mobile phone auxiliary batteries and charging stations.
  - manages battery failures and defective products.
- ◆ Language : English(Lv.2), Korean(Lv.2)

### LO-4-3 Lost & Found

- stores and manages lost items of participants during the event, and provides services to help find lost items.
  - stores lost items in the camp and operates a management office.
  - collects and stores lost items in the Sub Camp Lost-and-Found centre.
  - provides information on lost items.
  - helps owners find lost items.
- ◆ Language: English(Lv.1) for Lost-and-found management, and English(Lv.2) for communication among participants for lost and found collection and delivery



#### LO-4-4 Parcel Service Team

- supports participants to participate in activities without difficulties through parcel service and support for goods delivery.
  - stores delivery items and is in charge of delivery within the Jamboree campsite. (CMT Takeover)
  - manages delivery companies and supports delivery.
  - manage parcels so that they are not lost, and take corrective action in case of loss.
- ◆ Language : English(Lv.1), Korean(Lv.2)



## 5. Infrastructure Division

The Infrastructure Division is responsible for maintaining order and preventing accidents in the facilities created within the Jamboree Site, and guiding and cleaning the participants for a clean environment.

### IN-1 Infra Administration

- ▲ The Administration is responsible for overall administration of the Infrastructure Division, and in charge of office administration, external cooperation, interpretation, and youth management.
- ▲ Teams : Office Administration, External Cooperation, Language Support, Youth management

#### IN-1-1 Infra Office Administration

- records and maintains internal documents required for Jamboree operation.
- delivers internal documents among departments and supports mutual communication.
- ◆ Key Skill : have qualifications on computer applications and experience on business administration
- ◆ Language : English(Lv.3), French(Lv.3)

#### IN-1-2 External Cooperation

- communicates with each department and external groups/organizations, promotes Jamboree activities, and cooperates with and performs external tasks.
- ◆ Key Skill : have experiences in external relations
- ◆ Language : English(Lv.3), French(Lv.3)



### **IN-1-3 Language Support**

- supports interpretation related to complaints or suggestions within the Infrastructure Division.
- provides information on how to use an interpreter program.

◆ Language : English(Lv.3), French(Lv.3)

### **IN-1-4 Youth Management**

- supports on-site inspection, confirms and records follow-up actions in the event of an emergency complaint in the Infrastructure Division.
- controls the situations and maintains order.

◆ Key Skill : have experiences in youth volunteering

◆ Language : English(Lv.3), French(Lv.3)





## IN-2 Facility

- ▲ The Facility is responsible for the management of infrastructure within the site, as well as management of flood control, civil engineering, power, communication, and upper facilities.
- ▲ Teams : Flood Control, Construction, Power Supply, Communication, Upper Facility

### IN-2-1 Flood Control

- frequently checks flood control facilities such as campground flood control facilities, drains, sewage pipes, and sewage treatment facilities from time to time, and requests repairs.
- ◆ Key Skill : have experience in installing sewage facilities(pipeline, drainage), majors in civil engineering with relevant work experience
- ◆ Language : English(Lv.3), French(Lv.3)

### IN-2-2 Construction

- frequently checks facilities such as participants' main passageways, bridges, vine tunnels, and Jigsaw stream activity site, and requests repairs.
- ◆ Key Skill : Engineers majoring in civil engineering/architecture, have working experience in civil engineering/architectural work
- ◆ Language : English(Lv.3), French(Lv.3)

### IN-2-3 Power Supply

- inspects campsite generators, solar street lights, and electrical facilities frequently and requests repairs.
- ◆ Language : English(Lv.3), French(Lv.3)



#### **IN-2-4 Communication**

- frequently checks the campsite wireless AP(Wi-Fi), communication devices & chargers, and broadcasting equipment and requests repairs.

◆ Language : English(Lv.3), French(Lv.3), Korean(Lv.3)

#### **IN-2-5 Upper Facility**

- frequently checks toilets, showers, and water fountains and requests repairs.

◆ Language : English(Lv.3), French(Lv.3)



## IN-3 Campsite Management

- ▲ The Campsite Management is responsible for environmental management within the campsite, as well as cleaning, disinfection, and separate collection.
- ▲ Teams : Cleaning, Quarantine, Recycling Separation

### IN-3-1 Cleaning

- provides information and guides participants in advance regarding garbage disposal.
  - manages and supervises cleaning personnel and delivers areas requiring cleaning to cleaning personnel to clean.
  - frequently cleans sub camps, Saemangeun Delta areas, and activity sites, and especially before and after opening and closing ceremonies.
- ◆ Key Skill : have physical strength to clean up trash in a large campsite.
  - ◆ Language : English(Lv.5), Korean(Lv.5) - communication with participants and cleaning personnel

### IN-3-2 Quarantine

- conducts pre-monitoring of areas where mosquitoes are likely to occur within the campsite and discusses with control personnel to carry out pest control.
  - requests control and supervises control personnel when complaints related to control are received.
  - notifies pest control to participants in advance in case of pest control during the event period.
  - notifies the headquarters When harmful wild animals appear.
- ◆ Key Skill : have a prior understanding of pest control, and have physical strength to inspect a wide campsite.
  - ◆ Language : English(Lv.5), Korean(Lv.5) - communication with participants and pest controlling personnel



### IN-3-3 Recycling Separation

- supervises the separate discharge of waste (general, recycled, food) within the campsite, and guides participants in this.
  - assists with cleaning before and after opening and closing ceremonies.
- 
- ◆ Key Skill : have a prior understanding of separate collection, and physical strength to separate and collect various garbage.
  - ◆ Language : English(Lv.5), Korean(Lv.5) - communication with participants and cleaning personnel

## IN-4 Camp Facility Management

### IN-4-1 Design

- establishes all visual matters that can be recognized regardless of language or age prior to the Jamboree.
  - inspects and maintains the visual infrastructure daily.
  - urgently builds and manages additional issues during the operation period.
- 
- ◆ Language : English(Lv.3), French(Lv.3)

## IN-5 Natural Environment

### IN-5-1 Environmental Preservation

(details TBC)



## IN-6 Facility Safety

### IN-6-1 Facility Inspection

- responds quickly to safety accidents of participants using upper facilities.
  - conducts frequent safety checks on major moving routes, drainage channels, and various facilities and reports them.
- ◆ Key Skill : have prior understanding and knowledge about the safety of various facilities in the campsite, and physical strength to patrol a wide campsite.
  - ◆ Language: have simple communication skills in English & Korean by using simple words and daily life sentences, and be able to report to JPT & the Organizing Committee in case of finding the lack of safety in upper facilities (Korean)

## IN-7 Infra Support

### IN-7-1 Administration

(details TBC)



## 6. Others

### OT-1. Preallocated ISTs

#### OT-1-1. Preallocated ISTs

- For those of the IST groups who have been in consultation with the Organizing Committee to be assigned to specific jobs or tasks.  
Ex) Finnish Sauna, Media Team etc.