

**Title**

Cub Scout Transport Coordinator

**Reports to**

Director - Cub Scout Experience

**Direct Reports**

Liaison with Transport Directorate, Youth Volunteers (Rovers and Venturers)

**Term of Appointment**

December 2026 – July 2028

**Measurement**

Program Quality, Youth Engagement, Participant Enjoyment

**Position Type**

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. We are inclusive of all, regardless of gender, sexuality, race, religion, or ability, and do not tolerate any form of harm, abuse, or neglect.

The Cub Scout Transport Coordinator works with the AJ2028 Transport Directorate to plan and schedule transport for day and overnight Cub Scout participants, and partners with the Cub Scout Experience GMs to deliver a seamless first taste of Jamboree life, an unforgettable mix of adventure, friendship and discovery. The aim is to spark excitement and aspiration so every Cub leaves wanting to become a Scout and to attend their own Jamboree in three years' time. By enabling a high-quality, age-appropriate program, the Cub Scout Experience directly supports Victoria's recruitment and retention strategy and inspires the next generation to continue their Scouting journey.

**Role Purpose**

Plan and deliver all Cub Scout Experience transport operations for AJ2028 in partnership with the AJ2028 Transport Directorate. This includes arrivals and departures, on-site shuttles, and coordinated movements for day visitors and overnight visitors. The role ensures safe, efficient, and accessible transport that supports the program schedule and provides a positive first Jamboree experience for Cubs and their Leaders.

- **Movement Planning and Scheduling** | Co-develop transport plans and run-sheets aligned to the program timetable, including arrivals/departures, activity shuttles, and special moves. Publish clear timings, maps and staging locations.
- **Day Visitors** | Coordinate arrival windows, check-in points, parking/park-and-ride arrangements, wayfinding and return logistics for parents/guardians, VIPs and other day attendees. Ensure youth-friendly comms.
- **Overnight Visitors** | Plan and support transport flows for overnight guests (e.g., Scouts/Venturers/Leaders visiting), including late arrivals/early departures, baggage handling, and campsite interfaces.

- **Vendor and Provider Liaison** | Work with the Transport Directorate to align on bus/coach providers, drivers' briefs, layover management, radio channels, and compliance with contracts and service levels.
- **Accessibility and Inclusion** | Ensure accessible options (e.g., low-floor buses, pickup points near amenities), and processes for additional needs. Coordinate with Wellbeing and Sites for suitable routes and waiting areas.
- **Data, Manifests and Checkpoints** | Coordinate manifests and headcounts with the Transport Directorate and relevant teams; align on privacy and child safe requirements for visitor check-in/out.
- **Reporting and Review** | Provide regular updates to the Director – Cub Scout Experience; contribute to post-event evaluation with evidence of youth input implemented.

This role includes a close working relationship with the Transport Directorate, and the responsibilities will scale according to the operational rhythm developed across the team. This includes flexibility in roles, for example, bus timetable coordination will need to be conducted with the transport directorate to ensure no scheduling conflicts arise, however arrangements at local pickup locations could be responsibility of this role.

## Attitude

- Enthusiastic and passionate about Cub Scouts and their progression to the Scout Section.
- Inclusive and collaborative in approach, valuing both youth and adult input.
- Committed to creating a fun, safe, and adventurous Scouting experience.
- Positive, adaptable, and solutions-focused, particularly under pressure.
- Strong commitment to Child Safe Scouting principles.

## Skills

- Knowledge of Transport planning at events an advantage.
- Strong organisational management skills with excellent attention to detail.
- Effective communication and interpersonal skills.
- Ability to lead, motivate, and support a team of volunteers and youth members.
- Capability to manage transport schedules, resources, and risk documentation.
- Experience working to deadlines and managing competing priorities.
- Confidence mentoring youth and promoting youth-led engagement.

## Knowledge

- Sound understanding of the aims, principles, and methods of Scouting.
- Familiarity with the Scout Section program and how it differs from the Cub Scout program.
- Knowledge of youth development principles and age-appropriate engagement strategies.
- Awareness of event safety, risk management, and emergency response procedures.
- Understanding of Scouts Victoria and Scouts Australia policies, particularly the Australian Scouting Youth Events Standards.

# Cub Scout Experience AJ2028

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## Success in this Role looks like

- A fun, safe, and engaging program that gives Cubs a genuine taste of Scouting.
- High satisfaction from youth participants, Leaders, and volunteers.
- Clear evidence of Cubs inspired to progress to the Scout Section and attend future Jamborees.
- Strong collaboration within the Cub Scout Experience Directorate and across AJ2028 teams.
- Positive feedback and lasting memories that support Victoria's long-term retention strategy.