

Burning Seed Crew

Temple Guardians Lead

Role Title: Temple Guardians Lead

Department/Team: Civic Services

Role Summary/Purpose: Coordinate Temple Guardians. Be present to preserve the safety of the Temple and its visitors, while ensuring its intent and its traditions are being respected.

Major team projects for 2016:

- Put new systems into place that will ensure the success of the Temple Guardians
- Create training and guidelines for crew on-site
- Decide what crew is needed
- Decide how team will oversee all crew shifts

Working Relationships:

- *Civic Services Lead:* reports to this role
- *Crew Wranglers:* liaises with this role in recruitment
- *Civic Events Coordinator:* report to on-site
- *Rangers:* safety concerns

Time/Dates Required:

Year round: 0-1 hours per week (on average)

August-September: 1-2 hours per week

On site: from September 28th – October 3rd approx 6-8 hours per day

Duties/Responsibilities:

Admin

Make sure 2ic is across and involved in everything

Work with a 2ic to come up with crew responsibilities and training

Work with Civil Services on budget needs

Schedule shifts for crew

Decide on how guardians can best occupy the Temple's physical space

Crew

Recruit Guardians

Manage Guardians Scheduling

Ensure Guardians are checked in on time and also oversee when they are leaving

Ensure everyone is well informed as to what the role's purpose and responsibilities are

Necessary Qualities, Knowledge and Experience:

Management or leadership experience
Strong communication skills
Availability event days

Desirable Qualities, Knowledge and Experience:

People Managing Experience
Budgeting/finance skills
Communication skills
Dependability