

| Operations - Kander 100 International Service Team (IST) Positions | Description | Skills and Qualifications |
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| <i>Operations</i> | | |
| 2023 Project Director Support | As-needed support in any Admin area. Duties will vary depending on daily needs. In addition, assisting with all the training needs of staff members and with other logistical support needs. | Efficiency in undertaking any tasks. Excellent admin and logistical skills and experience. Willingness to support in any area in Kander100. Ability to be “on call” for any emergency support. |
| Ceremonies Support | Support the delivery of four ceremonies during kander100. Responsibilities include; Executing the prepared schedule and agenda of each ceremony, making sure that visuals, speakers and other logistics are well prepared in advance – support technical aspects of the ceremony logistics including hardware setup – arranging the setup of the ceremony and managing the crowd. | Experience with ceremonies setup and logistics. |
| Listening Ears – Safe from Harm | Provide mental health and Listening Ear services, following WOSM’s Safe from Harm policy and KISC’s Safe from Harm procedure. Serve as a source of unconditional compassion and empathy. Consult and collaborate with other members of the Safe from Harm area. Escalate immediately to the management in case of any reports of Safe from Harm cases, according to the SFH procedure. <i>(a special training will be provided to ensure everyone understands and follows our policies and procedures)</i> | Experience with Safe from Harm Listening Ears system. Capable of sustained standing, walking, talking, listening for at least an hour without break. Ability to effectively perform duties in a fast paced, potentially stressful. environment and, occasionally, without sufficient sleep. Good communication and active listening skills. Attention to small details. |
| Logistics Support | Support the operations and logistics of the event by ensuring timely processing of requests and organization of materials. You will work with Kander100 staff to ensure smooth delivery of planned programme, marshalling resources necessary in coordination. | Previous experience in events logistics support. |
| Media Centre | | |
| Content Creators | Writing promotional content throughout the event - produce a wide range of content e.g., guest testimonials, articles, updating online text or blogs – work together with the Press Relations Manager and Story Manager to plan written content - writing long and short pieces to promote the event - support Scout groups/contingents with writing content. | Ability to work within an international team of volunteers Ability to communicate in English Ability to write in excellent English Interest in marketing, blogging, or storytelling Desired: Experience in writing articles or blogs Experience in copy writing Knowledge and experience of international scouting Able to translate and write in other languages |
| Graphic Designers | Support the media centre with all necessary graphics to be used in social media, printing materials and on screens during the ceremonies - ensure final graphics and layouts are visually appealing and on-brand. | Proven graphic design experience A strong portfolio of illustrations or other graphics Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop) A keen eye for aesthetics and details Excellent communication skills Ability to work methodically and meet deadlines |
| Story Mangers & Media support for contingents | Identify, research, and develop compelling stories for Scout groups/contingents at Kander100 to tell, supported by photos and videos - work closely with the Kander100 Press Relations Manager and | Interest in PR or marketing. Excellent written and spoken English language. |

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| | <p>Photographers / Videographers to deliver positive coverage about KISC100 in local and national media. Responsibilities include;</p> <p>Contact Scout groups/contingents at Kander100 for potential public relations collaboration - help Scout groups/contingents identify their compelling stories - arrange quality photos and/or video to accompany the stories - assist in creating press releases to support the stories including gathering quotes - liaise with the Kander100 Press Relations Manager to pitch the story to the media</p> | <p>Desired:</p> <p>Experience of PR or marketing Knowledge or experience of International Scouting Ability to communicate in one or more WOSM languages beyond English - Spanish, Arabic, French or Russian.</p> |
| Photographers | <p>Capture memorable photos to support the stories being pitched to the external media and internal media during our 100 years celebration of Kandersteg International Scout Centre. Responsibilities include;</p> <p>Work collaboratively and contribute to the development of creative briefs/projects when needed - supply colleagues with photography for internal/external comms and social channels - approach and photograph people in a positive and effective way so we can give them the best experience and photos - daily shooting of media content. These will range from simple environmental to more complex action photos.</p> | <p>Excellent photography experience and skills - preferably events but this is not essential. Able to work flexible hours, (you will be there where the scouts are) Physically able to walk long distances. Confident and outgoing personality. Be able to adapt in a fast-paced, changeable, and sometimes high-pressured environment. A passionate individual with the ability to work independently and with a team to meet tight deadlines. Ability to understand the needs associated with a project and the target audience. Bring their own equipment for photography.</p> <p>Desired:</p> <p>Ability to communicate in more than one of WOSM languages; English, Spanish, Arabic, French and/or Russian. Knowledge of Adobe Photoshop and Lightroom.</p> |
| Press relations | <p>Pitching stories to external local and national media internationally, based on stories identified by the Kander100 Media Manager – work closely with the Kander100 Story Mangers & Media support for contingents and Photographers / Videographers to deliver positive coverage about KISC100 in local and national media. Responsibilities include;</p> <p>Liaise with the Kander100 Story Mangers & Media support for contingents to receive stories for pitching – identify local media to target for the story and language requirements - pitch the story to the local media and package any additional assets needed - arrange suitable environment for any radio / TV interviews and run mini-PR training where appropriate - track and log any media coverage achieved.</p> | <p>Ability to work within an international team of volunteers. Experience of PR and talking with journalists. Ability to communicate in English.</p> <p>Desired:</p> <p>Experience of PR for Scouting or an NGO Knowledge or experience of International Scouting Ability to communicate in more than one of WOSM languages; English, Spanish, Arabic, French and/or Russian.</p> |
| Presenters | <p>The presenters are part of the Media Centre Team and support the Ceremonies Support Team, responsible for hosting daily TV programmes that will be live streamed during Kander100, hosting other potential press opportunities and presenting during the main ceremonies. This person will be an official spokesperson for KISC and a link between scouts and external audience. You will:</p> <ul style="list-style-type: none"> • Introduce and host TV, radio and ceremony programmes to be delivered during the on-site press coverage in a fun and fresh way. • Interview participants in Kander100. • entertain and inform programme audiences. | <p>Excellent communication and a clear voice. Performance, interviewing and presentation skills. Ability to communicate in English.</p> <p>Desired:</p> <p>Experience of speaking on behalf of WOSM, your NSO or any other NGO. Knowledge or experience of International Scouting. Ability to communicate in more than one of WOSM languages; English, Spanish, Arabic, French and/or Russian.</p> |
| Streaming support | <p>Kander100 will have daily live news and a live connection with the World Scout Jamboree in Korea! The streaming support team will help with any technical needs to make the live streaming happen smoothly</p> | <p>Experience with live streaming.</p> |
| Social Media | <p>From Facebook to Instagram, the social media team will develop engaging content for social media platforms, assist in the creation and editing of written, video and photo content and maintain a unified brand voice across all social media channels.</p> | <p>Passion for social media and proficiency with major social media platforms and social media management tools. Experience with Microsoft Office. Excellent planning and multitasking skills.</p> |
| Videographers | <p>Capture memorable video content to support the stories for the internal TV channel and external media during our 100 years celebration of Kandersteg International Scout Centre. Responsibilities include;</p> <p>Create video and audio/visual elements of communication and marketing for internal/external comms and social channels - work collaboratively and contribute to the development of creative briefs/projects when</p> | <p>Previous experience of filming, audio and video production, storyboarding, content planning, animation, and video editing. The ability to create video content for several channels i.e., from corporate newsletters (3 +/- minute clips) to social (15s stories etc) Ability to understand the needs associated with a project and its target audience.</p> |

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| | <p>needed - daily shooting of media content. These will range from simple environmental to more complex action shots - approach and record people in a positive and effective way so we can give them the best experience and videos.</p> <p>This role requires team members to supply and bring their own equipment: DLSR camera for still photos, video resolution must be high definition</p> | <p>A passionate individual with the ability to work independently and with a team to meet tight deadlines.</p> <p>Physically able to walk long distances.</p> <p>Confident and outgoing personality.</p> <p>Be able to adapt in a fast-paced, changeable, and sometimes high-pressured environment.</p> <p>Bring their own equipment for videography.</p> <p>Desired:</p> <p>Knowledge of Adobe Premiere and After Effects.</p> <p>Has previously been a member of the staff team at KISC.</p> <p>Ability to communicate in one or more WOSM languages beyond English - Spanish, Arabic, French or Russian.</p> |
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