

International Guest Services

Director Job Description

Job Overview

The International Guest Service Director is responsible to improve the Camporee experience for international participants.

Responsibilities and Duties

Main duties for this position include but are not limited to:

- 1. Overview of the registration process, considering the strategy selected for the next Camporee. This includes:**
 - a. General guidance and support for those who need a US Visa, making available on the website an Introduction Letter for the Embassy (not Invitation Letters of any kind. Policy requested by the US Government).
 - b. Prepare the International section of the Camporee website with valuable information and simple steps. Remembering that obtaining a US visa should be the first step and the no-refund policy. This is to avoid ticket resale due to visa denial.
 - c. Instruct Division and Union Youth Directors of the world about how to support participants from their fields. Currently, providing a Registration Code for members trying to purchase International Tickets for the Camporee.
- 2. Overview of arrival and departure logistics.**
 - a. What would be the best options for International Airports?
 - b. Are airport shuttles available?
 - c. Are Bus companies available for rent or public?
 - d. Are rental cars available?
- 3. Provide lodging options.**

Assistance should be provided in order to do our best to confirm that every international group has lodging arrangements.

 - a. **Hotels** – Advertise the list of hotels available. People need to do their own reservations.
 - b. **International Village** – Set a Registration Form for this at the website. Campers need to provide their own camping equipment and food.
 - c. **NAD Host Clubs** – Set a Registration Form for International guests seeking a NAD host, and another for NAD clubs seeking to host International guests. Provide guidelines to prevent misunderstandings. NAD clubs will provide free tents and meals for International guests. Camping space will be assigned to Unions based on these agreements if registered before March 1 of the year of the Camporee.
 - d. **Pre-arrangements** - Set a Registration Form for groups that already have an agreement. This form can be filled by the guest leader or the host leader.
- 4. Also before the Camporee**
 - a. **Invite** international groups to actively participate at the Camporee with:
 - i. Daytime activities (with games and honors).
 - ii. Talents Stage and Nighttime program (with special music and cultural performs).

- iii. International morning worship (with special music).
- iv. International Pathfinder prayers for Nighttime program.
- v. Flags raising and lowering every morning and evening.
- b. Define the exact **location** for the International Village.
- c. Define and request the **equipment** necessary for a perimeter, a small information office, notice boards, big tents, and worship services. Reserve 3 **golf carts** of 4 seats.
- d. Design a **map**, dividing the campground among international groups that requested to camp at the International Village, trying to match their needs. Include activities areas within the Village.
- e. **Invite volunteers:**
 - i. As International Village Director.
 - ii. To coordinate international participation at the Nighttime program (music, prayers).
 - iii. For International Registration.
 - iv. For A/V at the morning worships in the International Village.
 - v. To organize and delegate International Village morning worship by Division.
- f. **Train a team of volunteers** to assist international guests at the Camporee and complete the team the week before the event with summer camp staff.
They will take shifts to assist at the office and with A/V at the morning worships.

Qualifications

- Love for God and Pathfinder Clubs.
- NAD member with a current background check approved by your Conference.
- Experience with emails and spreadsheets.
- Experience with Pathfinder Club practices and camping management.
- Friendly to different cultures.
- Master English language and ideally another language.

Schedule

- 2 years before the next Camporee: Define the registration process that will start the last night of the next Camporee. For example, in 2022, it would be defined the registration process that will start in August 2024 for the 2029 Camporee.
- 2 years BTC (**B**efore **T**he **C**amporee): Overview of arrival and departure logistics.
- 2 years BTC: Provide lodging options and facilitate lodging agreements between international groups and NAD clubs. Also invite groups that wishes, to register for camping space at the International Village.
- 2 years BTC: Define the location of the International Village.
- 1 year BTC: Define all the equipment required.
- 1 year BTC: Invite and train a team of volunteers.
- 6 months BTC: Invite international groups to participate in activities, prayer, worships, special music, etc.