

BTP Camporee
Job Description
Revised December 28, 2021

1. Prerequisites:
 - a. A Seventh-day Adventist Christian with an active faith relationship and walk with Jesus.
 - b. An enthusiasm and passion to share Jesus with children and teens and to seek to provide them the most exceptional spiritual memories through all the programming that is presented.
 - c. Previous experience in event planning and leadership.
 - d. Great organizational skills, with attention to detail and follow through and will strive for excellence in all areas of facilities
 - e. Self-starter, self-disciplined, ability to multi-task and meet deadlines.
 - f. Ability to communicate cross generationally and cross culturally.
 - g. Ability to work with and manage strong personalities

- a. Job title(s):
 - a. RV park/Volunteer coordinator

- b. Management
 - a. Facilities director is your Down line supervisor

- c. RV park/volunteer Coordinator
 - A. Create order form for DLD to request RV space. Limited
 - B. Create hours for check-in and post
 - C. Create drawing and post live updates on google doc possibly. (live update doc) for all who are in the RV park
 - D. Volunteers must volunteer for 8-hour days to have RV spot in park
 - E. Create layout map of RV spots and what utilities are available at each RV site
 - F. Create form with vendor for all RV Gray and black water as needed. Vendor may have link or will be onsite
 - G. Set up equipment needs pre-camporee and during camporee
 - H. Coordinate with Cam-plex management of all issues of RV park
 - I. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - J. Attend all zoom and in person meetings as requested
 - K. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - L. Work with communications dept. for all posting of announcements for your area
 - M. Create an inventory needs for set up week
 - N. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer