

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. Porto lets coordinator

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

- c. Porto lets Coordinator
 - A. Work with vendor for all water and drain needs as needed
 - B. Work with vendor for all repairs needed
 - C. Work with vendor for all pump needs
 - D. Create protocol for pathfinders to call in issues
 - E. Work with cam-plex for all building restroom needs.
 - F. Establish route for cleaning and pumping and best hours to pump and clean
 - G. Create map online to show all areas of restrooms
 - H. Coordinate with Cam-Plex with all issues
 - I. Set up equipment needs pre-camporee
 - J. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - K. Attend all zoom and in person meetings as requested
 - L. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - M. Work with communications dept. for all posting of announcements for your area
 - N. Create an inventory needs for set up week
 - O. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer