

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. Signs coordinator

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

- c. Signs Coordinator
 - A. Create order form for DLD to request signs
 - B. Do a full inventory of past camporee signs for inventory for 2024
 - C. Create a location for staging signs and DLD to checkout there respective signs
 - D. Get with vendor to create link to their website for Clubs to order signs as needed. (We are not a third party)
 - E. Set up equipment needs pre-camporee and during camporee
 - F. Coordinate with Cam-plex management ground utilities locator in ALL areas of cam-plex
 - G. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - H. Attend all zoom and in person meetings as requested
 - I. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - J. Work with communications dept. for all posting of announcements for your area
 - K. Create an inventory needs for set up week
 - L. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer