

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. Tool trailer coordinator

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

- c. Tool trailer Coordinator
 - A. Create electronic form for those requesting tools ahead of time
 - B. Make sure inventory is complete before start of set up week
 - C. Create schedule of tool checkout with checkout form and post online.
 - D. Make sure tools are in working order upon checkout
 - E. Take any tool out of service if safety issue arises due to failure and tag it for repairs and notify facilities director
 - F. Clean tools upon check-in at end of day
 - G. Cleanliness of tool trailer
 - H. Secure tool trailer at end of each day
 - I. Make sure it is handicap accessible
 - J. Watch for weather emergencies
 - K. Porto lets near tool trailer
 - L. Set times and dates for arrival and departure times when needed
 - M. Set up equipment needs pre-camporee, camporee and post camporee
 - N. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - O. Attend all zoom and in person meetings as requested
 - P. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - Q. Work with communications dept. for all posting of announcements for your area
 - R. Create an inventory needs for set up week
 - S. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer