

2024 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 multitask 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. Two-way radio coordinator

- b. Management
 - A. Facility director is your down-line director

- c. Two Way radio coordinator
 - A. Create order form for conference/DLD to submit their orders. Make sure they know the person who picks up radios needs to return radios. They will be responsible for any loss incurred
 - B. Make sure we have extra batteries always charged
 - C. Have place where batteries can be picked up off hours
 - D. Create google doc to have live radio order updates
 - E. Work with vendor to be onsite for radio check out and repairs
 - F. Make sure radios arrive before set up week or as requested by DLD
 - G. Post times for DLD and pathfinders' clubs and others to receive their radio orders
 - H. Attend zoom meetings as needed in planning camporee needs
 - I. Attend early morning meetings at camporee with Youth directors
 - J. Coordinate with summer camp staff coordinator for help in your downline area
 - K. Make sure equipment is in working order and fueled and ready each day
 - L. Provide food and water for your summer camp staff workers
 - M. Make sure you watch for bad weather and equipment is stored in safe manor
 - N. Coordinate schedule for equipment use with conference and other DLD areas as needed
 - O. Plan staging for equipment and how keys will be assigned and returned at the end of each workday
 - P. Jobs as assigned

- d. Compensation
 - A. Volunteer position