

2024 BTP IT/WIFI Coordinator Job Description

Job Overview

The IT/WIFI Coordinator is responsible for the Camporee-provided IT/WIFI resources used by the Camporee staff.

Minimum Qualifications

At least three years' experience in IT field

Ability to troubleshoot and make adjustments to IT as needed

Experience recruiting and training volunteers

Ability to manage communication and coordinate schedules for volunteers

IT/WIFI Coordinator responsibilities before Camporee begins

- Contact the Internet service providers servicing the Camporee locations which will need IT/WIFI
- IT/WIFI Coordinator must arrive at the Camporee by the Thursday before the Camporee begins
- Work with Vern Byrd, Camporee Services/Facilities Director, who will provide information about IT needs throughout the Camporee
- Areas of the Camporee that are serviced include the Nighttime programming stage area, the Translation tent, the Medical building, the Ticket buildings, various other identified buildings, and the Onsite and Offsite communications buildings
- Pre-Camporee inventory of all IT/WIFI equipment by Friday sundown before the Camporee begins
- Recruiting and training for your volunteers to work with IT/WIFI equipment: All day Sunday before the Camporee begins
- Meet with On-site Communications Director to go over any questions, concerns, or directions
- Make sure to have chairs & tables for volunteers and work flow in your work space
- Become familiar with the Camporee map and drive around the grounds

Week of Camporee – Become very familiar with the Camporee schedule and where IT/WIFI systems will be needed during the Camporee

- Attend worship each day at 7:30am at the On-site Communications office
- Maintains contact with the Internet service providers servicing the Camporee staff in the event of any service disruptions
- Troubleshoots any Camporee-provided IT/WIFI equipment used by the Camporee staff
- Supervise your volunteer team daily at the Camporee. Be sure to thank them every day
- Help volunteers get started for the day, then make sure the next shift gets started ok
- Providing simple technical training for users of IT/WIFI equipment if needed
- Contact the Assoc. On-site Communications Director with any needs you may have

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After Sundown Saturday or Sunday Morning

- Take final inventory of equipment to be sure no equipment is missing
- Give final inventory list and supplies to On-site Communications Director
- Take your signed receipts by the On-site Communications Director, for reimbursement, to CYE Finance Manager at the Registration building to pick up any reimbursements you are owed