

2024 BTP Lost & Found Coordinator Job Description

Job Overview

Plan & organize how to best set-up and run lost & found collection sites. Gather lost & found items to be stored, sorted, organized, and cataloged so people can collect their lost & found items. Provide training and supervision of volunteers.

Lost & Found Coordinator(s) responsibilities before Camporee begins

- Lost & Found Coordinator(s) must arrive at the Camporee by the Thursday before the Camporee begins
- Pre-Camporee Set-up: by Friday sundown before the Camporee begins
- Volunteer Training for your volunteers: All day Sunday before the Camporee begins
- Meet with On-site Communications Director to go over any questions, concerns, or directions
- Get a key or your location from the On-site Communications Director, clean up area if needed
- Make sure to have chairs & tables inside for volunteers and work flow
- Purchase supplies & set up your Lost & Found area
- Become familiar with the Camporee map and drive around the grounds
- Pick up signs to hang for L & F, from On-site Communications office

Week of Camporee – Camporee Lost & Found Hours, Monday 12:00-5:00pm, Tues.-Friday 9:00am-5:00pm, and Sabbath 9:00am-5:00pm & 10:00pm-12:30am, Sunday 7:00am-12:00pm noon

- Attend worship each day at 7:30am at the On-site Communications office
- Help volunteers get started for the day, then make sure the next shift gets started ok, be sure to thank them every day
- Collect L & F items from collection locations each day
- Secure any wallets, electronics, cell phones, etc. cataloging each item
- Provide information to On-site Communications Director about valuables collected each day such as wallets, electronics, cell phones, etc. to make announcements at the evening meetings
- Secure your building or location each night before you leave
- Take an inventory at the end of each day of your valuables
- Any leftover valuables need to be inventoried and turned into CYE Finance Manager on Sunday after the Camporee, make a copy of the inventory for the On-site Communications Director

After Sundown Saturday or Sunday Morning

- Take down all signage & turn into the On-site Communication office
- Box all leftover items, except valuables and electronics, and bring them to the Vern Byrd, Services/Facilities Director
- Box all valuables and electronics and turn into CYE Finance Manager
- Return key and all left over supplies to On-site Communication office with an inventory list
- 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