

2024 BTP Radio Station Coordinator Job Description

Job Overview

Plan & organize how to best set-up and run the Camporee Radio Station. Provide all your own radio station equipment. Train and supervision of adult and Pathfinder volunteers.

Radio Station Coordinator responsibilities before Camporee begins

- Radio Station Coordinator must arrive at the Camporee by the Friday 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
- Become familiar with the Camporee map and drive around the grounds

Week of Camporee – Radio Station Hours, Tuesday-Sabbath 8:00am-12:00pm, 1:00pm-5:00pm, & Evening Main Stage program

- Attend worship each day with worship at 7:30 at the On-site Communications office
- Report to the On-Site Communications Director
- Manages the On-Site FM Radio and Internet Radio broadcasts
- Manages the live feed broadcast of the nightly programs for both audio and video
- Creates and manages working schedules for Radio Volunteers
- Broadcasts announcements given by the On-Site Communications Director
- Manages daily live broadcast
- Provide both audio and video interviews for broadcasting with campers and camp staff
- Provides announcements for camporee vendors
- Provides announcements of daily activities
- Keeps up to date on the weather and announces forecasts
- Responsible for radio station set up and take down

After Sundown or Sunday

- Take down all signage & turn into the On-site Communication office
- Clean the Radio Station building
- Fold up tables and chairs
- Clean the area around the Radio Station Building
- Take your signed receipts by the On-site Communications Director, for reimbursement, to CYE Finance Manager