

2024 BTP Volunteer Coordinator/Dispatcher Job Description

Job Overview

Connect all On-site Communication (OC) volunteers with their Coordinators. Provide coordinators with a list of all their volunteers and the volunteer shifts they have signed up for before the Camporee through email. Work with the CYE Volunteer Coordinator at the beginning of Camporee to be sure volunteer's find where they need to go.

Volunteer Coordinator responsibilities before Camporee begins

- Volunteer Coordinator must arrive at the Camporee by the Thursday before the Camporee begins
- Pre-Camporee Set-up of Dispatch area: by Friday sundown before the Camporee begins
- Attend Volunteer Training at the OC office: Sunday morning before the Camporee begins
- Meet with OC Director to go over any questions, concerns, or directions
- Become familiar with the Camporee map and drive around the grounds
- Meet with CYE Volunteer Coordinator on Sunday to learn where you will be meeting all OC volunteers on Monday & Tuesday

Week of Camporee – Hours: Monday -Sabbath 8:00am-5:00pm

- Attend worship each day at 7:30am at the OC office
- Monday thru Tuesday morning meet with OC volunteers and connect them with each coordinator in the OC downline
- Listen to OC hand radio channel each day and answer questions or relay messages to OC Director & Assoc.
- Coordinate schedule with 2nd dispatcher each day to cover hours of 8-5pm
- Record all radio calls in logbook
- Watch & secure office when OC Director & Assoc. need to be away from the office

After Sundown Saturday or Sunday Morning

- Return all radios and chargers to the radio building Sunday morning
- Turn in Radio logbook and any notes taken during Camporee to OC Director