

CYE CAMPOREE CONCESSIONS COORDINATOR JOB DESCRIPTION

Job Overview

Manages day to day operation of the Food and Ice Concessions for the Camporee and communication to the vendors. Responsible for preparation leading up to the Camporee, creation of online concessions web page data and all onsite material, answers vendor questions and approves vendor selection.

Responsibilities and Duties

- Attend CYE/Camporee meetings as requested by CYE/Camporee Executive Director, including site visits, Executive Advisory Committee, Downline Directors meetings, etc.
- Selects, mentors and works with an Assistant Concessions Coordinator and delegates as needed to this individual.
- Provide leadership, direction and support in daily operation of the concession's food area during the camporee.
- Coordinates prior to and during the camporee, as needed, with all 3rd party suppliers or utilities relating to trash pickup, sewer/grey water, electricians, and tent supplier.
- Coordinates assistance with TLT's, Teens In Leadership, needed to keep the concessions area clean and to assist with Ice Sales.
- Work with outside, local food vendors/restaurants to supplement concessions or connect with Pathfinder teams to represent them.
- Works closely with all related Camporee personnel and teams prior to and on a daily basis during the Camporee, such as Security, Daytime programming and CYE leadership and Camporee Executive Leadership.
- Work with CYE Finance manager to prepare and track concessions budget.
- Work closely with third party site facility leaders to coordinate, communicate, and cooperate with their teams and individual leaders.
- Stays current on and ensures that all local safety, relating to health and fire departments are available and connects accordingly with said safety leadership with for appropriate approvals both prior to and during the camporee and concessions vendor inspection.
- Creates the concessions map, placing vendors in their necessary location, for the website.
- Approves all vendors and provides applicable communication prior to and during the camporee acting as the liaison with CYE and Camporee Leadership, as needed.
- Coordinates the receipt of and managing all vendor liability insurance certificates and provides the same to CYE Leadership.
- Maintains up to date regulatory vendor requirements while enforcing as required prior to and during the camporee.
- Coordinate with the Services/Facilities Director for 2-way radios, and golf carts for concessions coordinators.
- Works with CYE in marketing the concessions through their internal resources, such as the newsletter to recruit vendors.
- Helps in the selection process of the Assistant Concessions Coordinator, when needed.

CYE CAMPOREE CONCESSIONS COORDINATOR JOB DESCRIPTION

- Works with the Assistant Concessions Coordinator effectively providing leadership, mentoring, direction and delegation to this position.

Qualifications

Experience

- Has demonstrated leadership in prior roles with 3-5 years' experience preferred.
- Is familiar with Microsoft Office tools and in particular, TEAMS, PowerPoint, EXCEL and WORD.
- Experience with food preparation or food sales is a plus but not required.
- Is an organizer and planner.
- Excellent communicator in both verbal and written communication.
- Is creative, trouble shooter and mediator.
- Must have strong command of English language for writing, reading and speaking however, knowledge or understanding of other languages is a plus.
- Must reside in North America.
- In a position to volunteer time as this is an unpaid, volunteer position.
- Cannot be affiliated with a concessions vendor.

Performance Competencies and Criteria

Position Competencies

LEADERSHIP: Lead and manage other staff and volunteers to implement communications strategies. Provide leadership and management in internal communications and marketing through print and electronic vehicles for Camporee leadership and attendees.

MENTORING: Work with coordinators to model good communication practices, organizational skills, time management, and spiritual leadership qualities.

CREATIVITY: Continually look for ways to communicate the Camporee in creative ways that will evoke a response from Adventist's, leadership teams, and attendees.

PERSONAL QUALITIES:

- Enthusiasm
- Analytical Skills
- Initiative
- Flexibility/Adaptability
- Problem Solving/Decision Making
- Team Skills
- Tenacity/Results Oriented
- Client/Customer Awareness
- Conflict Resolution Skills

CYE CAMPOREE CONCESSIONS COORDINATOR JOB DESCRIPTION

- Consultative Skills
- Organizing/Planning Ability