

2024 BTP CAMPOREE COMMUNITY SERVICE COORDINATOR

Job Overview

Build relationships with community leadership. Work with local Assistant Community Service Coordinator and select service projects that meet the needs of the community. Plan, coordinate, and manage project details. Set up real-time registration program for service projects on server. Recruit a Community Service Volunteer Supervisor for each service site to partner with Local Project Leader. Provide training for Community Service Volunteer Supervisors.

Responsibilities & Duties Before Camporee Begins

Community – 1 to 2 years in advance

- Hold a non-profit meeting with local businesses to introduce them to Camporee Community Service Pathfinder projects
- Hold a similar informational meeting with the Chamber of Commerce members
- Work alongside local Assistant Community Service Coordinator to identify projects
- Write or update a job description for the Local Project Leader
- Assist Local Project Leader in acquiring specific supplies, when possible, by contacting CYE and their donors (all projects are self-funded, or sponsorship found by local project organization)
- Connect Local Project Leaders with local Assistant Community Service Coordinator and the JustServe organization if additional local volunteers are needed to help manage a project site
- Determine how many sessions are needed to complete the project, and how many Pathfinders are needed for each session. Actual worktime per session is about 2 ½ - 3 hours. There are 7 sessions: 1 - Tuesday afternoon and 2 each day, Wednesday through Friday morning and afternoon
- Determine if there are any special requests on scheduling or Pathfinder accommodations
Example: only morning shifts wanted, it's a teen-only service project, or closed toe shoes required, English speaking, etc.
- Connect with Daytime Off-Site Activities Director, Facilities Director and Campbell County School District Transportation Superintendent to discuss specific bus needs and schedules
- Select marketing video sites for Off-Site Community Service promotion for Camporee newsletters & website

Camporee – 1 to 2 years in advance

- Attend CYE/Camporee meetings as requested by CYE/Camporee Executive Director, including site visits, Executive Advisory Committee, Downline Directors meetings, camporee onsite tours, etc.
- Travel to Camporee location to meet with local organizations, as needed
- Provide a budget
 - a. Travel
 - b. Marketing videos
 - c. Buses
 - d. Thank you, recognitions, for project sites, Local Project Leaders and volunteers and Community Service Volunteer Supervisors
 - e. Photographers & videographers to document projects
 - f. Design & order Community Service pin for Pathfinders, Local Project Leaders, volunteers, and Community Service Volunteer Supervisors

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Camporee – 1 to 2 years in advance continued...

- Write or update a job description for Community Service Volunteer Supervisors
- Recruit Camporee Community Service Volunteer Supervisors
- Write a description, with picture, of each project and send to website administrator
- Post marketing video clips to website and have link put in monthly newsletter
- Arrange for the Registration tool to “go live” at least one year in advance of Camporee
- Arrange office space in which to work out of during the Camporee and meeting room needs for Community Service Volunteer Supervisors with Off-site Activity Directors
- Coordinate with Off-Site Activities Directors to secure tables, chairs, 2-way radios, and golf carts for Community Service Coordinator & Assistant
- Coordinate with Off-Site Activities Directors to order identifying vests for Local Project Leaders and Community Service Volunteer Coordinators & lanyards for Community Service Volunteer Coordinators

Community – 1 year or less in advance

- Finalize bus needs for each project for each day
- Continue contact with Local Project Leader to answer questions and adjust plans as needed
- Have Local Project Leader let you know how many identifying vests are needed for project site
- Order appreciation gifts and write note of appreciation to Local Project Leader and sponsoring organization
- Order a smaller gift for each local volunteer and write notes of appreciation

Camporee – 1 year or less in advance

- Plan training for Community Service Volunteer Supervisors– schedules, medical, dealing with disgruntled people, team building
- Maintain contact with Community Service Volunteer Supervisors – tickets, housing, duties, etc.
- Order appreciation gifts and write notes to each Community Service Volunteer Supervisor
- Inform Community Service Volunteer Supervisor about their service site
 - a. Name and contact information of Local Project Leader
 - b. Special requirements for project
Example: closed toe shoes required for participants, teen-only service project, English speaking
 - c. Number of sessions for project - which days, and AM and/or PM
 - d. Project site address for service project
 - e. Number of local volunteer leaders that need identifying vests

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Responsibilities During Camporee Setup Week

- Set up Off-Site Community Service office space
- Pick up Golf Carts
- Pick up 2-way Radios
- Contact Local Project Leader to make sure everything is ready
- Meet with Daytime Off-Site Activities Directors to update them on Community Service projects
- Place signage for Community Service bus pickup sites
- Hold meeting with Community Service Volunteer Supervisors on Sunday
 - a. Ice Breaker & Worship
 - b. Review safety protocols
 - c. Discuss how to handle disgruntled people
 - d. Bus loading protocol at Cam-plex and project site
 - e. Provide
 1. Schedule for all projects
 2. Project locations and Local Project Leader information
 3. List of clubs that signed up for each project for each session
 4. Lanyard & identifying vest
 5. Vests for Local Project Leader and local volunteers
 6. Volunteer pins with carrying pouch
 - f. Team building activity

Responsibilities During Camporee Week

- Distribute vests each shift to Community Service Volunteer Supervisors
- Collect vests after each shift to be sure they are returned to Community Service office
- Hold follow-up meeting Tuesday 4:30 pm – 5:15 pm to debrief
- Contact Campbell County School District Transportation Supervisor for feedback and schedule adjustments
- Help Community Service Volunteer Supervisors get started for each shift. Be sure to thank them every day
- Fill in Community Service Volunteer Supervisor gaps with backup personnel as needed
- Collect vests and extra volunteer pins after last session of project on Friday
- At the end of the week, give Community Service Volunteer Supervisor appreciation gift and note
- At the end of the week, give Local Project Leader and sponsoring organization an appreciation gift and note, along with all local volunteers

Responsibilities During Camporee Teardown

- Fold up tables and chairs
- Clean up office space
- Return Golf carts
- Return 2-way radios
- Take down all Community Service signs
- Box up all vests and place them in Offsite Community Service storage bin provided by CYE