

Flag Raising & Lowering Ceremony Coordinator Job Description

RESPONSIBLE TO:

Daytime Onsite Special Events Downline Director.

QUALIFICATIONS:

1. 10 years or more experience with Pathfinders
2. Attended and watched several public Flag Raising & Lowering Ceremonies. This can be a Pathfinder, Boy Scout, Military, etc. ceremony,
3. Experience leading a Flag Raising and or Flag Lowering Ceremony. In the interview process you may be asked where you have given leadership to a flag ceremony.
4. Studied online and or in person various Flag Raising and Flag Lowering Ceremonies around the world. The Olympics and different country's traditions are all valued to give the International Pathfinder Camporee the best Pathfinder flag ceremony in the world.
5. Ability to teach and train Pathfinders and others to present a world class daily Flag Raising & Lowering Ceremony. To elevate the daily flag ceremonies, there will be training needed before and during Camporee BEFORE the ceremony.
6. Ability to build one or two Flag Raising & Lowering Ceremony Adult Teams of 10 with experienced leaders to raise and/or lower the flag every day at 7am and 7pm. There should be two separate leadership Flag Raising & Lowering Ceremony Teams - one group of 10 for 7am and another group of 10 for 7pm.

SPECIFIC TASKS:

1. Coordinate with live cannon fire when the cannons are to be fired at 7am and 7pm. Get cannon owner and shooter names from advertising in the Camporee newsletter.
2. Acquire into your personal possession all large ceremony flags 9 months before the Camporee. You and only you are responsible for each of these historically valuable Camporee, Pathfinder, Country, State and Christian flags. Get a written list of all past flag inventory from CYE or Terry Dodge with their size and condition and current location.
3. Make sure a new large 2024 flag is made and paid for 12 months or more before the International Camporee. Use the flag company we have used in the past. Terry Dodge has the flag company name.
4. Line up all live brass presenters 12 months before Camporee if brass is used. PA system canned brass music is second best.
5. Line up all drumming (if drums are used) 12 months before the Camporee.
6. Put in writing and post on the International Pathfinder Camporee newsletter and website the ceremony run sheet, daily schedule, who is assigned to various flags each day, uniform expectations, times to show up for rehearsal etc. This is to be done 2 years before the Camporee.
7. Make sure a full PA system is set up so everyone can hear. Test the PA system and all your sound tracks 24 hours or more before the first public Flag Raising & Lowering Ceremony.

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FINANCES:

1. Budget includes the purchase of the 2024 flag, PA system rental, flagpole placement and bleachers for spectators. All other expenses are to be gifted and or sponsored. This will be the responsibility of the Flag Raising & Lowering Ceremony Coordinator.
2. A list of sponsored expenses may or may not include the following:
 - a) Special souvenir pin for all Pathfinders that participated in a flag raising or lowering ceremony.
 - b) A special pin just for the staff that coordinate all the flag raising and lowering ceremonies.
 - c) Any landscaping or flowers placed around the flagpole area.
 - d) All staff should be volunteers and pay for their own registration tickets, lodging, food, and transportation to and from Camporee.