

VIP Hospitality Center Coordinator Job Description

Overview:

The VIP Hospitality Center is a place where the VIP's can be escorted from registration to the Center for rest and handing out of VIP passes. The Center has an air-conditioned open area with a lounge, kitchen, restroom, and a committee room (available for meetings). There are refreshments available for guests with indoor and outdoor seating.

Job Description:

- VIP Hospitality Center Coordinator develops a budget and plans, organizes, coordinates, and oversees the staff and daily operations of the Hospitality Center to welcome, host and tour VIP Camporee guests, staff and community leaders along with the NAD and International Pathfinder Conference, Union, Divisions and GC Directors.
- Will communicate and work closely with Camporee Director, Communications Director, Evening VIP Seating Coordinator, and Registration Coordinator.

Suggested Personnel (Staff wearing Photo ID and Passes)

- 4 individuals inside
 - Greeting / Registering / Handing out ID and Passes
 - Keeping refreshments stocked on tables.
- 4 individuals outside
 - Golf cart chauffeurs
- Additional individuals as needed:
 - Full-time, all-day hosting of certain guests (such as GC President, etc.)

Before Camporee – Cam-Plex Facility

- Contact the Daytime Activities Director for the location of the VIP Hospitality Center.
- Make a list of items needed such as a refrigerator with freezer, water cooler, vacuum cleaner, etc.
- Make arrangements with Cam-Plex to clean the carpet if needed before the Camporee starts.
- Check to see where the heating & air conditioning controls are located for easy adjustments if needed.
- The Hospitality Center area will need to hold 2-3 couches, 4-6 chairs & a coffee table for visiting guests to rest.
- Locate the nearest restroom facilities for guests to use.
- Arrange with Cam-Plex what times the Hospitality Center will be unlocked and locked each day.
- Purchase and prepare refreshments/drinks/ ice with daily restocking.
- Schedule renting of inside furniture from local furniture rental service. Sometimes backup furniture will be needed to seat everyone.
- Reserve 8 Camporee golf carts with roofs/locks/ID signs. Need 2 with six seats, and 6 with two seats. Will need towels to clean off dust, dew, and rain.
- Secure signs-Direct to location, Hours of operation, Tour schedules, Parking for hospitality staff, Parking for VIP's.
- Have available daily Camporee Newspapers/ daily updates/ maps, etc.
- Large lock box for VIP Guest items left behind.
- Locate & secure a place for GC Pathfinder usage for meeting with division leaders and other Camporee meetings.

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New for 2024:

- 3 iPads for registration/ Survey (2 might be used at Registration Center/ 1 at Hospitality Center as backup to let Offsite Communication Director & Executive International Camporee Director know when special VIP guest arrives.
- Need more Parking Pass & VIP seating.
- Need to increase purchase of Camporee supplies (ID Badges, Lanyards, Parking Passes, Program Seating Pass VIP, VIP Camporee pins (Additional due to NAD, Conference Youth/Pathfinder Directors, and World Union Youth Directors are invited)

Administrative Procedure

- VIP Hospitality Center Coordinator is accountable to Ron Whitehead.
- The reimbursements and budget will work through Akram Kahn using receipts.