

VIP Seating Coordinator Job Description

The International Pathfinder Camporee VIP Seating Coordinator's responsibility is to complete a variety of tasks to provide a phenomenal experience for all VIP guests at the Camporee Nighttime program.

Responsibilities

- Provide enough chairs at the VIP guests seating area each evening at the Main Stage arena.
- Provide ponchos to all guests if it is raining or expected to rain.
- Have enough towels to wipe down all chairs if they get wet.
- Acquire savory and sweet snacks prior to Camporee and have them set out each evening for the VIPs to enjoy.
- Acquire water prior to Camporee and pass out to each VIP every evening.
- Make sure the trash can in the VIP seating area is emptied into the big dumpster following each evening program.
- Make sure tables are set up, taken down and wiped off each evening.
- Distribute VIP wristbands or passes to VIPs if they do not have their packets yet, to allow access into the Main Stage seating area.
- Instruct VIPs where and how to pick up their packet which will have all pertinent information, wristbands, and parking passes in them.
- Ensure each VIP has an enjoyable time at the Camporee and aid in any way that can make the experience better for them.
- Required to be in constant communication with the Nighttime Administration for any last-minute changes.

Org Chart

- The VIP Seating Coordinator will report to the Nighttime Program Director.

The VIP Seating Coordinator is responsible for their own travel to and from the Camporee and their own Camporee registration ticket. Lodging and meals will not be provided; please be sure to make arrangements. This is a volunteer position.