

INTERNATIONAL PATHFINDER CAMPOREE EXHIBITOR/VENDOR COORDINATOR

JOB SUMMARY

To solicit exhibitors/vendors to fill up the vending building and see that it runs smoothly.

PRIMARY RESPONSIBILITIES

- Preparing contract form with contract terms for exhibitors/vendors to purchase booth space.
- Preparing advertising contract form for companies or individuals wishing to advertise.
- Mail complete application packet to all previous exhibitors and vendors.
- Check out CYE website for exhibitors/vendors contract and have knowledge of all proceedings.
- Assign booths as the paid contracts come in.
- Send advertising sales to the E-Newsletter editor or Newspaper for onsite paper.
- Arrive at the Camporee location the Friday before Camporee begins.
- Inspect the exhibitors/vendors building for correct pole & drape, correct signage, etc.
- Open and be at the exhibitors/vendors building supervising booth set up and management.
- Open and close the building at the appointed time each day of camporee.

QUALIFICATIONS

- Customer Service experience
- Kind Christian, patient and personable
- On time and organized
- Detail oriented & self-motivated
- Passion for CYE's mission and understanding of our vision for the International Pathfinder Camporee