

Camporee Fun Run & 5K Race Coordinator Job Description

Job Overview

Be responsible for the fun runs held on Wednesday and Thursday and the 5K race held on Friday. Work in conjunction with the Daytime Onsite Activities Director to ensure streamlined activities and avoid conflicts. Coordinate a staff of 3 colleagues. Work with Camporee leadership for marketing and event sign-up. This is a volunteer position.

Responsibilities and Duties Pre-Camporee

- Communicate with Daytime Onsite Activities Director (times, racecourse, special needs)
- Create a budget for materials and items needed and get approval from Daytime Onsite Activities Director
- Order and purchase race medal/awards & race materials (signs, street paint, starting gun, etc.)
- Coordinate with local Pathfinder Club for help on race days
- Arrange for travel/housing to/from and at the Camporee

Responsibilities During the Camporee

- Locate and mark the courses for fun runs and 5K.
- Assign duties to race staff and Pathfinder volunteers
- Locate tables, chairs, and sound equipment for races
- Oversee the Fun Runs on Wednesday and Thursday
- Oversee the 5K Race on Friday (Start/Finish coordination, top four finishers' awards)
- Clean up and return sound equipment, tables, and chairs