

Camporee Building Key/Alarm Coordinator

Reports To:

Safety Downline Director

Dispute Representative:

Camporee Executive Director or appointee

Qualifications:

1. Has experience and or understands the importance of key & alarm accountability.
2. Must be a very organized person.
3. Must be able to work well with strong personalities.
4. Must be a person of high integrity and can offer 3 references to confirm this qualification.

Job Responsibilities:

1. Acquire all building alarm codes & keys for all buildings and rooms within each building used by Camporee.
2. All keys for buildings, sheds, livestock paddocks, gas tanks, entrance & internal gates, AV rooms, storage buildings, kitchens, PA systems, restrooms, etc. must be picked up from the property owner or manager by 8:00 am Monday July 29, 2024, or before.
3. All or most keys must be handed out to approved Camporee staff by 11:00 am Monday, July 29 or before 5:00 pm Friday, August 2, 2024.
4. Approved Camporee staff members receiving a key, must fill out a Key Form, which includes an easy-to-read name, signature, cell phone number, email address, and date & time when the key was picked up, with a \$25 deposit; the deposit will be returned when the key is turned in.
5. If a key is lost during the Camporee this coordinator is responsible for acquiring another key for the approved Camporee staff member.
6. At the end of Camporee, the Key/Alarm Coordinator is to send the Camporee Safety DLD, their written exit survey.
 - a) Name 3 or more things which worked well for this responsibility.
 - b) Name 3 or more things which didn't work well for this responsibility.