**Camporee Special Events Downline Director Job Description**

JOB SUMMARY

Responsible for coordinating special events and ensuring the events run smoothly.

PRIMARY RESPONSIBILITIES

* Set budget with CYE Director
* Arrive at the Camporee on Wednesday of Set-up Week, August 7, 2019, to set up headquarters, set up activities, and get ready for the opening of Camporee
* Coordinate with Daytime Activity Director on location of special events around the Camporee grounds
* Book talent, vendors and activities appropriate for Pathfinders & staff which uphold the standards of CYE and the Camporee
* Set special activity times, dates, and schedules
* Rent tents, chairs, & equipment working closely with Services/Facilities
* Coordinate and monitor event timelines and ensure deadlines are met
* Initiate, coordinate and/or participate in all efforts to publicize events
* Edit and design promotional materials if needed
* Prepare presentations for CYE meetings
* Coordinate with On-site Communications Director for banner signs, website information regarding special events, and scheduling PA system set up & take down
* Keep inventory of all purchased materials turned in at the end of Camporee and give to CYE
* Depart the Camporee on Monday, August 19, 2019, after inventory is complete and all your events have packed up and left

QUALIFICATION

* Professional demeanor
* Detail oriented
* Good manager
* Excellent written communication skills
* On time and prepared
* Passion for CYE’s mission and understanding of our vision for the International Pathfinder Camporee