

International Service

Director Job Description

Overview

The International Service Director is responsible to improve the Camporee experience for international participants.

Job Description

Main duties for this position include but are not limited to:

1. Overview of the registration process, considering the strategy selected for the next Camporee. This includes:
 - a. General guidance and support for those who need a US Visa, making available on the website an Introduction Letter for the Embassy (not Invitation Letters of any kind. Policy requested by the US Government).
 - b. Prepare the International section of the Camporee website with valuable information and simple steps. Remembering that obtaining a US visa as a first step in the no-refund policy. This is to avoid ticket refunds due to visa denial.
 - c. Instruct Division and Union Youth Directors of the world about how to support participants from their fields. Currently, providing a Registration Code for members trying to purchase International Tickets for the Camporee.

2. Overview of arrival and departure logistics.
 - a. What would be the best options for International Airports?
 - b. Are airport shuttles available?
 - c. Are Bus companies available for rent or public?
 - d. Are rental cars available?

3. Provide lodging options.

Assistance should be provided in order to do our best to confirm that every international group has lodging arrangements.

 - a. **Hotels** – Advertise the list of hotels available. People need to do their own reservations.
 - b. **International Village** – Set a Registration Form for this on the website. Campers need to provide their own camping equipment and food.
 - c. **NAD Host Clubs** – Create a Registration Form for International guests seeking a NAD host, and another for NAD clubs seeking to host International guests. Provide guidelines to prevent misunderstandings. NAD clubs will provide free tents and meals for International guests. Camping space will be assigned to Unions based on these agreements if registered before March 1 of the year of the Camporee.
 - d. **Pre-arrangements** - Create a Registration Form for groups that already have an agreement. This form can be filled by the guest leader or the host leader.

4. Organize the International Village campground.

Before the Camporee

- a. Define the exact location for the International Village.
- b. Define and request the equipment necessary for a perimeter, a small information office, notice boards, and worship services.
- c. Reserve 3 golf carts that seat 4.
- d. Design a map, dividing the campground among international groups that requested to camp at the International Village, trying to match their needs. Include activity areas within the Village.
- e. Appoint a volunteer as International Village Director.
- f. Train a team of volunteers to assist International guests at the Camporee, and complete the team the week before the event with summer camp staff.
 - i. They will take shifts to assist at the office and with A/V at the morning worships.
- g. Organize and delegate International Village morning worship by Division.
- h. Appoint a volunteer to request and connect International participation with the Nighttime program (music, prayers).

At the Camporee

- a. Clean and organize the office.
- b. Build clear perimeters for the International Village, and internal perimeters for the groups and activities buildings/canopy.
- c. Install an International Village banner.
- d. Install signage for campgrounds and activities.
- e. Set at least two notice boards with onsite information, a map of where each international delegation is located, and an updated list of countries and their hosts.
- f. Welcome and orient delegations, providing a welcome package with information for the ones camping at the International Village.
- g. When asked, bring international guests' leaders to the location of their host club or show them on the map.
- h. Prepare a place to sleep (canopy or building) for groups that will arrive before their host clubs, or groups whose host clubs will depart before the last night of the Camporee.
- i. Coordinate International Village morning worship.
- j. Give the Camporee patches to international group leaders at the International Village office.