**Job Overview**

Plan & organize how to best set-up and run the Camporee Radio Station. Provide all your own radio station equipment. Train and supervision of adult and Pathfinder volunteers.

**Radio Station Coordinator responsibilities before Camporee begins**

* Radio Station Coordinator must arrive at the Camporee by the Friday before the Camporee begins
* Pre-Camporee Set up: by Friday sundown before the Camporee begins
* Volunteer Training for your volunteers: All day Sunday before the Camporee begins
* Meet with On-site Communications Director to go over any questions, concerns, or directions
* Become familiar with the Camporee map and drive around the grounds

**Week of Camporee – Radio Station Hours, Tuesday-Sabbath 8:00am-12:00pm, 1:00pm-5:00pm, & Evening Main Stage program**

* Attend worship each day with worship at 7:30 at the On-site Communications office
* Report to the On-Site Communications Director
* Manages the On-Site FM Radio and Internet Radio broadcasts
* Manages the live feed broadcast of the nightly programs for both audio and video
* Creates and manages working schedules for Radio Volunteers
* Broadcasts announcements given by the On-Site Communications Director
* Manages daily live broadcast
* Provide both audio and video interviews for broadcasting with campers and camp staff
* Provides announcements for camporee vendors
* Provides announcements of daily activities
* Keeps up to date on the weather and announces forecasts
* Responsible for radio station set up and take down

**After Sundown or Sunday**

* Take down all signage & turn into the On-site Communication office
* Clean the Radio Station building
* Fold up tables and chairs
* Clean the area around the Radio Station Building
* Take your signed receipts by the On-site Communications Director, for reimbursement to the Finance Manager, also take stamps not sold and transaction book