**NIGHTTIME PROGRAM DIRECTOR JOB DESCRIPTION**

***Camporee Nighttime Mission Statement:*** *Our purpose is to “Share Jesus” with Pathfinders and Staff on and off stage by showing and talking of Jesus’ love, compassion and saving grace; and inspiring and encouraging a relationship with the One who came to save us - through music, visualizing and dramatizing Bible Stories of scripture, and hearing the Spoken Word.*

**Qualifications:**

1. A Seventh-day Adventist Christian with an active faith relationship and walk with Jesus.
2. An enthusiasm and passion to share Jesus with children and teens and to seek to provide them the most exceptional spiritual memories through all the programming that is presented.
3. Previous experience in event planning and leadership.
4. Great organizational skills, with attention to detail and follow through and will strive for excellence in all areas of Nighttime.
5. Self-starter, self disciplined, ability to multi task and meet deadlines.
6. Ability to communicate cross generationally and cross culturally.
7. Ability to work with and manage strong personalities.

**Responsibilities:**

1. Responsible to the CYE/Camporee Director for all aspects of the Nighttime Program. Collaborate with him for the following programming that are listed, but no limited to:

 a. Opening Night

 b. Theme Song

 c. Praise Team and Leader

 d. Feature Speaker

 e. Sabbath Program

 f. Closing Night

1. Select and formulate your Downline Team and establish or update their job descriptions
2. Have a thorough understanding of each Downline Coordinators’ responsibilities, and initiate individual and corporate meetings to establish tasks are being accomplished.
3. Attend and participate in all necessary conference calls and meetings. See Organizational Chart for their responsibilities.
4. Prior to Camporee (and depending on each Downline Coordinator) plan, and organize the following areas: (Established program elements will be implemented by coordinators at the Camporee.)
5. Theme Song: Seek excellent songwriters, as well as manage the Theme Song Contest.
6. Collaborate with resources in selecting a Praise Team Leader and Praise Team, which must pass approval by CYE/Camporee Administration.
7. Screen all electronic applications for exceptional Talent that meets criteria for the Nighttime Program.
8. Plan, organize, collaborate, and delegate Sabbath Morning Service.
9. Select choir and orchestra director(s). Coordinate and organize Sabbath Morning Choir and Orchestra
10. Collaborate with the Baptism Coordinator and ensure all details of nightly and Sabbath Baptisms are complete, including Balloon Release on Sabbath morning
11. Coordinate with the Talent Tent for each day’s chosen talent for Nighttime Program
12. Establish 24/7 security of the Nighttime property
13. Establish who is receives backstage passes
14. Collaborate and support Hope Channel
15. Supervise Translation
16. Coordinate and support Bible Collection, “Bible and a Buck”
17. Coordinate and support the medical team
18. Coordinate and support Back Stage Tours
19. Collaborate with coordinators in supervising volunteers.
20. Select and Collaborate with Day in Review Staff.
21. Supervise Sign Language.
22. Collaborate with World Record Event Coordinator.
23. Plan, organize and collaborate with appointed coordinators for Pre-week - Friday Night Vespers and Sabbath Morning
24. Select the Off-Stage and On-Stage Emcee
25. Select Foodservice Director. Supervise Nighttime Kitchen including who receives meal passes.
26. Responsible for organizing and initiating nightly and Sabbath Morning Run Sheets of program and then collaborating appointed Coordinator.
27. Ensure Cam-plex has sprayed all Nighttime area for bugs, including parking, kitchen and camping areas.
28. Coordinate with Facilities Director/SBHH that Internet line is accessible to Nighttime area.
29. Have a knowledge and understanding of the layout of the Nighttime area and the location of each specific area
30. Coordinate all scheduling of rehearsals with SBHH for:
31. Story
32. Praise Team
33. Program Talent
34. Opening and closing ceremonies