

BTP Camporee
Job Description
Revised December 28, 2021

1. Prerequisites:
 - a. A Seventh-day Adventist Christian with an active faith relationship and walk with Jesus.
 - b. 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.
 - c. Previous experience in event planning and leadership.
 - d. Great organizational skills, with attention to detail and follow through and will strive for excellence in all areas of facilities
 - e. Self-starter, self-disciplined, ability to multi-task and meet deadlines.
 - f. Ability to communicate cross generationally and cross culturally.
 - g. Ability to work with and manage strong personalities

- a. Job title(s):
 - a. Golf cart/Fuel coordinator

- b. Management
 - a. Facilities director is your Down line supervisor

- c. Golf cart/fuel Coordinator
 - A. Work with vendor for golf cart orders
 - B. Create form for golf cart orders online
 - C. Create protocol for pathfinders to call in for broken down golf carts
 - D. Create map online to show location and times for fueling
 - E. Create location to pick up and drop off golf carts on map
 - F. Create safety rules for drivers
 - G. Create check out and check in procedures
 - H. Set up equipment needs pre-camporee
 - I. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - J. Attend all zoom and in person meetings as requested
 - K. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - L. Work with communications dept. for all posting of announcements for your area
 - M. Create an inventory needs for set up week
 - N. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer