

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. Camp staff housing coordinator

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

- c. Staff housing Coordinator
 - A. Work with vendor for best value to house
 - B. Make sure all staff are housed in safe environment
 - C. Make sure staff are in an a/c or heated housing option
 - D. Close to venue
 - E. Extra rooms for any sick summer camp staff to keep separated from others
 - F. Staff have an ID to show who they are for eating and all access pass
 - G. Work with their Youth director for final names coming to camporee
 - H. Work with summer camp staff coordinator for all there needs
 - I. Set times and dates for arrival and departure times from housing
 - J. Set up equipment needs pre-camporee
 - K. Coordinate with summer camp coordinator and TLT coordinator for your staff help as needed
 - L. Attend all zoom and in person meetings as requested
 - M. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - N. Work with communications dept. for all posting of announcements for your area
 - O. Create an inventory needs for set up week
 - P. Inventory all camporee supplies at end of camporee

- d. Compensation
 - a. Volunteer