

**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. Tables and Chairs coordinator

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

- c. Tables and Chairs coordinator
 - A. Create order form for table and chair needs
 - B. Create staging area for tables and chairs
 - C. Create a return post camporee of table and chairs
 - D. Coordinate with summer camp coordinator for your summer camp staff help as needed
 - E. Attend all zoom and in person meetings as requested
 - F. Attend all early morning meetings at camporee with DLD and pathfinder leaders
 - G. Create inventory of tables and chairs at onsite venue availability
 - H. Create and coordinate with rental supplier for rental orders
 - I. Make sure deposits are met with rental orders and payments are made for rentals as needed and coordinate with camporee accounting dept.

- d. Compensation
 - a. Volunteer