

## **2024 BTP Postmaster Job Description**

### **Job Overview**

Plan & organize how to best set-up and run a post office. Collect mail from the local post office, sort, and deliver to Conferences & clubs. Provide training and supervision of volunteers.

### **Postmaster responsibilities before Camporee begins**

- Postmaster must arrive at the Camporee by the Thursday 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
- Pick up key for the post office from the On-site Communications Director, clean inside of post office
- Make sure to have chairs inside for volunteers
- Collect cash box from On-site Communications office
- Go to local post office and make a connection with the desk staff, explain what's going to be happening and that you will be coming in daily to collect the mail under general delivery, purchase letter stamps and post card stamps (Purchase a roll of stamps and 100 post card stamps to start with) keep receipts to be signed by On-site Communications Director and turned into for reimbursement
- Become familiar with the Camporee map and drive around the grounds
- Deliver pre-Camporee mail
- Purchase post office supplies, such as hand sanitizer, book for keeping track of purchases, post it notes, bank boxes, etc...
- Pick up signs to hang for post office from On-site Communications Office
- Pick up postcards for Pathfinders to purchase from On-site Communication office to be sold in post office, price to be determined, if there is a Camporee postcard
- See On-site Communications Director for petty cash approval

### **Week of Camporee – Camporee Post Office Hours, Monday 12:00-5:00pm, Tues.-Sabbath 9:00am-5:00pm**

- Attend worship each day with worship at 7:30 at the On-site Communications office
- Next, go to the local post office to pick up any mail at the counter, also pick up letter stamps and post card stamps if needed
- Dash back to the Camporee to unlock the door at the Camporee post office, bring cash box with change for daily transactions which included selling stamps, postcards and take charge of letters outgoing from Camporee, also wait for the first volunteer scheduled for the day to come in and help volunteers get started for the day, then make sure the next shift gets started ok, be sure to thank them every day
- Deliver mail at the Camporee: This is the most challenging part of the day, navigating to find specific clubs as most conferences do not provide maps of club layouts
- Check back to the Camporee post office at each shift change to make sure Camporee post office is always manned and to make for smooth transitions
- Lock Camporee post office each evening at 5:00pm, taking an inventory at the end of each day of items sold and keeping record of sales.

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- Reconcile cash box and remove from Camporee post office along with stamps
- Return to the local post office to take mail people dropped off during the day

### Sabbath

- Morning trip to the local post office to pick up the last of the mail, no purchases made on Sabbath, tell the clerk it will be your last pick up and any mail that they get **should be sent back to the sender**
- Deliver mail at the Camporee
- Camporee Post office is open in the afternoon from 1:00 – 5:00pm to receive outgoing mail only
- Last trip to the local post office to drop off any mail received that day

### After Sabbath Sundown or Sunday

- Take down all signage & turn into the On-site Communication office
- Return key and all left over supplies to On-site Communication office with an inventory list
- Take your signed receipts by the On-site Communications Director, for reimbursement, to CYE Finance Manager, also take stamps not sold and transaction book and give them to him. Any left over petty cash gets turned into CYE Finance Manager.