

2024 BTP Information Booth Coordinator Job Description

Job Overview

Plan & organize how to best set-up and run Information Booths. Gather Information Booth items such as vests, iPads, maps, newspapers, schedules, etc. to be stored and organized so volunteers can easily access them. Provide training and supervision of volunteers.

Information Booth Coordinator(s) responsibilities before Camporee begins

- Information Booth Coordinator(s) must arrive at the Camporee by the Thursday before the Camporee begins
- Pre-Camporee Set-up of all Information Booth locations: 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, and pick up iPads and vests
- Get a key for the Information Booth buildings from the On-site Communications Director, clean up area if needed
- Make sure to have chairs & tables inside for volunteers and work flow
- Purchase approved supplies & set up your Information Booth sites
- Become familiar with the Camporee map and drive around the grounds
- Pick up signs and banners for Information Booths, from On-site Communications office

Week of Camporee – Camporee Information Booth Hours, Monday 12:00-5:00pm, Tues.-Sabbath 8:00am-5:00pm

- Attend worship each day at 7:30am at the On-site Communications office
- Help volunteers get started for the day, then make sure the next shift gets started ok, be sure to thank them every day
- Restock items at all Information Booths throughout the day
- Contact the Assoc. On-site Communications Director with any needs you may have
- Take an inventory at the end of each day of your valuables (iPads & vests)
- Secure your building each night before you leave

After Sundown Saturday or Sunday Morning

- Take down all signage & banners and turn into the On-site Communication office
- Return iPads and vests to OC 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 at the Registration building to pick up any reimbursements you are owed