

2024 BTP Mobile Public Address (PA) System Coordinator Job Description

Job Overview

Responsible for oversight and implementation of various mobile PA system units for Camporee events, including PA capabilities during special events and supervising the set up and tear down of a mobile PA system on golf carts. The Mobile PA System Coordinator will be responsible for recruiting, scheduling, and supervising volunteers for this Camporee.

Minimum Qualifications

At least two years' experience operating sound systems

Ability to troubleshoot and make adjustments to a technical system as necessary

Experience recruiting and training volunteers

Ability to manage communication and coordinate schedules for multiple teams of people simultaneously

Attention to detail required for daily setup and teardown of a multiple PA sound systems

Mobile PA System Coordinator responsibilities before Camporee begins

- Mobile PA Coordinator must arrive at the Camporee by the Thursday before the Camporee begins
- Work with Vern Byrd, Camporee Services/Facilities Director, who will provide all the PA system equipment
- Pre-Camporee inventory of all Mobile PA system equipment by Friday sundown before the Camporee begins
- Recruiting and training for your volunteers to work with PA sound equipment: All day Sunday before the Camporee begins
- Meet with On-site Communications Director to go over any questions, concerns, or directions
- Get a key for the Mobile PA system storage room from the On-site Communications Director, clean up area if needed
- Make sure to have chairs & tables inside for volunteers and workflow
- Become familiar with the Camporee map and drive around the grounds

Week of Camporee – Become very familiar with the Camporee schedule and where Mobile PA systems will be needed during the Camporee

- Attend worship each day at 7:30am at the On-site Communications office
- Supervise teams of volunteers in the setting up and tearing down of multiple mobile PA systems daily at the Camporee. Be sure to thank them every day
- Help volunteers get started for the day, then make sure the next shift gets started ok,
- Providing simple technical training for users of PA sound equipment
- Contact the Assoc. On-site Communications Director with any needs you may have
- Take an inventory at the end of each day to be sure all your equipment is being returned to your storage room

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- Secure your storage room each night before you leave

After Sundown Saturday or Sunday Morning

- Take final inventory of equipment to be sure no equipment is missing
- Give final inventory list to Vern Byrd, Services/Facilities Director
- Return storage room key to On-site Communication office
- 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