

2024 BTP Camporee On-site Communication Director

Job Overview

Create, organize, plan, manage, and implement effective communication messages, signage, and strategies for Camporee leadership and attendees.

Responsibilities and Duties

- Attend CYE/Camporee meetings as requested by CYE/Camporee Executive Director, including site visits, Executive Advisory Committee, Downline Directors meetings, etc.
- Coordinate and organize a team of On-site Communication coordinators, including the following areas:
 - Lost & Found, Daily Newspaper, Internal Messaging, Information Centers, Post Office, Mobile PA Systems, social media, Radio Station, IT/WIFI, Daytime Activity Film Crew, Promotional Video, Drones, Camporee APP, and OC Volunteers.
- Provide leadership, direction, support, and budget for the above areas.
- Work with outside vendors to create the following communication tools which include the following:
 - Flip chart, teardrop banner signs, print map, weatherproof outdoor maps, Main Entrance Gate signs, internal staff passes, internal staff lanyards, leadership contact cards, and building outdoor floor plan signs.
- Work with CYE Finance manager to track OC budget.
- Work closely with Cam-Plex leaders to coordinate, communicate, and cooperate with their teams and individual leaders.
- Organize an Emergency Communication Protocol meeting for Cam-Plex & CYE officials before the Camporee begins during set-up week.
- Maintain and update the Emergency Communication Protocol documents and binder.
- Secure OC office spaces and buildings to work out of during the Camporee from Services/Facilities Director.
- Coordinate with the Services/Facilities Director for tables, chairs, 2-way radios, and golf carts for OC coordinators.
- Provide color copier/printer equipment for the Daily Newspaper and data plan iPads for Social Media team.
- Draft evening announcements for the Main Stage for communication on the jumbotron screens.
- Work closely with all Downline Directors in providing large teardrop banner signs for their areas.
- Keep Camporee attendees informed through the use of social media during the Camporee.
- Create and maintain the Camporee's set-up and tear down schedule as well as the Camporee Week schedule, working closely with the Camporee Executive Director.
- Works directly with the International Camporee Executive Director.

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Qualifications

Experience

- 3-5 years working in communication related positions.

Performance Competencies and Criteria

Position Competencies

LEADERSHIP: Lead and manage other staff and volunteers to implement communications strategies. Provide leadership and management in internal communications and marketing through print and electronic vehicles for Camporee leadership and attendees.

MENTORING: Work with coordinators to model good communication practices, organizational skills, time management, and spiritual leadership qualities.

CREATIVITY: Continually look for ways to communicate the Camporee in creative ways that will evoke a response from Adventist's, leadership teams, and attendees.

PERSONAL QUALITIES:

- Enthusiasm
- Analytical Skills
- Initiative
- Flexibility/Adaptability
- Problem Solving/Decision Making
- Team Skills
- Tenacity/Results Oriented
- Client/Customer Awareness
- Conflict Resolution Skills
- Consultative Skills
- Organizing/Planning Ability