

# Camporee Special Events Downline Director Job Description

## JOB SUMMARY

Responsible for coordinating special events and ensuring the events run smoothly.

## PRIMARY RESPONSIBILITIES

- Set budget with CYE Director
- Arrive at the Camporee on Wednesday of Set-up Week, August 7, 2019, to set up headquarters, set up activities, and get ready for the opening of Camporee
- Coordinate with Daytime Activity Director on location of special events around the Camporee grounds
- Book talent, vendors and activities appropriate for Pathfinders & staff which uphold the standards of CYE and the Camporee
- Set special activity times, dates, and schedules
- Rent tents, chairs, & equipment working closely with Services/Facilities
- Coordinate and monitor event timelines and ensure deadlines are met
- Initiate, coordinate and/or participate in all efforts to publicize events
- Edit and design promotional materials if needed
- Prepare presentations for CYE meetings
- Coordinate with On-site Communications Director for banner signs, website information regarding special events, and scheduling PA system set up & take down
- Keep inventory of all purchased materials turned in at the end of Camporee and give to CYE
- Depart the Camporee on Monday, August 19, 2019, after inventory is complete and all your events have packed up and left

## QUALIFICATION

- Professional demeanor
- Detail oriented
- Good manager
- Excellent written communication skills
- On time and prepared
- Passion for CYE's mission and understanding of our vision for the International Pathfinder Camporee