

Camporee Tables & Chairs Coordinator Job Description

Prerequisites:

1. An enthusiasm and passion to share Jesus with children and teens and to seek to provide them the most exceptional spiritual memories through all the programming that is presented.
2. Previous experience in event planning and leadership.
3. Great organizational skills, with attention to detail and follow through and will strive for excellence in all areas of facilities.
4. Self-starter, self-disciplined, ability to multi-task and meet deadlines.
5. Ability to effectively communicate both generationally and culturally.
6. Ability to work with and manage strong personalities.

Job Title

- Tables and Chairs coordinator

Management

- Facilities Director is your downline supervisor.

Tables and Chairs coordinator

1. Create order form for table and chair needs.
2. Create staging area for tables and chairs.
3. Create a return area post Camporee of table and chairs.
4. Coordinate with Summer Camp Coordinator for your summer camp staff help as needed.
5. Attend all zoom and in person meetings as requested.
6. Attend all early morning meetings at Camporee with Downline Directors and Pathfinder leaders.
7. Create inventory of tables and chairs at On-site venue for availability.
8. Create and coordinate with rental supplier for rental orders.
9. Make sure deposits are met with rental orders and payments are made for rentals as needed and coordinate with Camporee Finance Business Manager.

Compensation

- This is a volunteer position.