

National FCF Rendezvous Staff Duties

Camp Logistics Coordinator Steve Schultz

- Overall oversight of event
- Pre-camp set-up
- Coordinate pre-camp volunteer lodging and meal count
- Contact with Security issues
- Food service supervision
- Liaison with FCF staff
- Morning/evening service (coordination with Paul Walters/Doug Marsh)
 1. Sound & lighting equipment – Brian Poe/Dale Hanson
 2. Stage (FCF set up)

Public Relations/Finance Coordinator – John Hicks

- Coordinate photographers, reporters, website/Facebook, etc.
- Public communications/announcements
- Finance coordinator (deposits, change, checkbook)
- Coordinate printing of ID badges with UPC code (w/wo Rendezvous Meal)
- Coordinate pre-camp printing (Rendezvous info booklet)

Snack Bar Coordinator – Mike Laliberty/Jim Barger

- Coordinate full-time staffing schedule (2 snack bars)
- Coordinate training for duties of part-time volunteers
- Inventory updates for early reorder of supplies
- Coordinate stocking of snack bars
- Ice Sales
- Financial accounting of all income (to John Hicks)
- Advertising & promotions, daily specials, etc.

Product Sales Coordinator – JR Whinery

- Trading Post
- Registration items distribution
- Volunteer service items (to Jason Bone)
- Purchasing (awards, etc.)

Registration Coordinator – Jonathan Trower

- Oversee pre-camp registration
- Coordinate on-site registration w CSG
- Distribute Rendezvous Meal cards/wrist bands
- Parking passes distribution
- Visitors check in and out
- Issue lost ID badges

Security Coordinator – Kent McGregor/Mike Simmons assisting

- Monitor entry/exit checkpoints to limit camp access to authorized persons only
- Assist with disturbances and/or behavior issues as needed
- Control parking

Medical Services Coordinator – Ray Nance

- Assemble & prepare all medical equipment & supplies
- Coordinate health & medical services as needed during the camp
- Review health history forms for each camper to be aware of potential hazards
- Contact with local medical services as needed
- Schedule medical volunteer staff
- Report all incidents (to national office after event)

Swimming Pool Coordinator – David North

- Coordinate maintenance of pools
- Lifeguard (adult volunteer) staffing
- Follow pool swimming schedule

Food Service Coordinator – Ian Robinson

Food Station Coordinator – Harry Hunt

- Oversee the preparation, distribution, and serving of all meals served by the camp
- Meal distribution station coordinator (Green pavilion)
- Coordinate part-time volunteers for each meal

Altar Workers Coordinator – Harry Hunt

- Coordinate altar workers for morning and evening services
- Instruct in altar worker protocol
- Gather results of prayer time (HS baptism, call to ministry, etc.)

Awards coordinator – Dwight Walters

- Compile results of all event/territorial/chapter competitions
- Post results in location TBD
- Prepare awards for distribution on Thursday

Transportation Coordinator – Rick Scott

- Oversee golf cart check out and check in
- Oversee golf cart maintenance (Tire repair, etc.) (MAPS RVer)
- Coordinate tram schedule, driver orientation, and repair as needed

Volunteer Coordinator – Jason Bone

- Coordinate volunteer check-in station
- Develop system to assign/schedule part-time volunteers to areas of need
- Track volunteer hours
- Coordinate distribution of volunteer reward items

Camp Communications/Weather Monitor – Ronnie Franklin

- Coordinate radio communication system
- Radio check out and check in
- Charging and repair
- Monitor Weather for severe weather threats

Activity Coordinator – Ted Schmidt

Event Logistics Coordinator- Rick Dostal

- Oversee and coordinate the various FCF activities of the camp

Maintenance Coordinator – Brian Poe

- Maintenance team
- Trash disposal
- Janitorial/Housekeeping
- Restroom & Showers Cleanup
- Water stations
- Port-a-potties

Pre-camp volunteer meals/special meals

*Prepare key food items for sale in snack bar (prepare in in JB kitchen)

- Prepare/provide meals for pre-camp volunteers
- Prepare food items needed for green room VIP use at evening sessions

*Some items for lunch and dinner for purchase by visitors

Possible items: hamburgers, chili, chicken quarters, ham