

# PRESBYTERIAN YOUTH VICTORIA

## SUMMER CAMP JOB DESCRIPTION

### New Year's Eve Team Leader

#### Requirements For Role

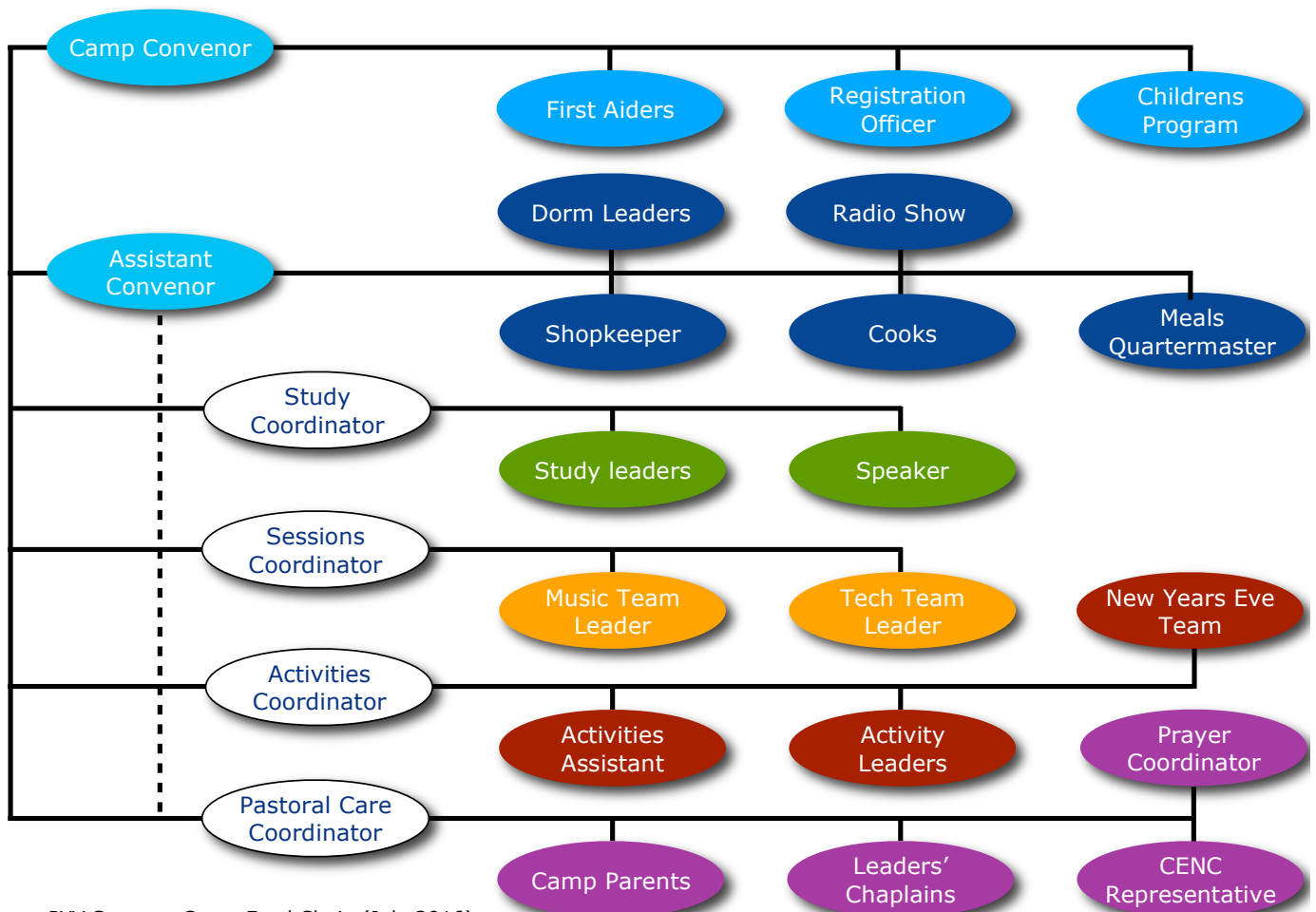
Complete the PYV Leadership Accreditation process.

#### Aims of Role

- Plan and coordinate the New Year's Eve celebration in a way that is fun and safe for all.

#### Reporting Structure

As Activities Coordinator you report and are accountable to the Camp Convenor. If the Camp Convenor is unavailable, you are to report to the Assistant Convenor.



PYV Summer Camp Food Chain (July 2016)

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#### Responsibilities of your Role

- Holding a planning meeting before camp with selected volunteers and Activities Coordinator.
- Assigning responsibilities for any props / decorations that need to be prepared before camp.
- Making any on camp announcements in preparation for the night (e.g. telling people how to enter skits etc).
- Coordinating the running of the night (from the beginning of dinner to bed time).
- Ensuring that there is opportunity, after midnight celebrations, for campers to settle down, pray for the new year and go off to bed at the appropriate time.
- Evaluating this job description with modifications and suggestions.

#### For Your Information

All NYE activities need a bad weather contingency plan for days that are too hot, cold or wet.

Some campers may have physical or mental disabilities that require special attention during NYE. You will need to check with the Administration Officer (AO, [admin@pyv.org.au](mailto:admin@pyv.org.au)) shortly before camp to determine which campers have what special needs. All possible precautions must be taken to ensure the safety of campers and leaders.

PYV has a collection of items for camp activities located at the PYV Office. Please contact the AO to discuss what items are available. Should items need purchasing for camp, receipts must be kept and reimbursement will be arranged following the camp. Items purchased then become the property of PYV.

Please make sure you are familiar with PYV's policies, which are available at [pyv.org.au/resources/pyv-policies](http://pyv.org.au/resources/pyv-policies).

#### What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

#### Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

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Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor's discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

#### Timeline of tasks

Due Date	Jobs
September 30th	<ul style="list-style-type: none"> <li>Meet with Activities Coordinator to discuss your plans and requirements for NYE.</li> </ul>
October 31st	<ul style="list-style-type: none"> <li>Meet with any leaders you may need assistance from for NYE.</li> </ul>
Training Day	<ul style="list-style-type: none"> <li>Attend and explain NYE to leaders. Remind leaders to bring specific items to camp if needed.</li> </ul>
One Week Before Camp	<ul style="list-style-type: none"> <li>Ensure all relevant equipment for NYE has been bought or retrieved from PYV Office.</li> </ul>
Day One Of Camp	<ul style="list-style-type: none"> <li>Arrive at camp up to two hours before registration start time.</li> <li>Help unpack any equipment.</li> <li>Greet campers and parents. Be available for any questions / problems.</li> <li>Ensure early campers are not lonely.</li> <li>Store equipment for NYE.</li> </ul>
During Camp	<ul style="list-style-type: none"> <li>Attend Camp Executive and leader meetings as needed.</li> <li>Fine tune plans for NYE based on camper numbers, campsite, weather, etc.</li> </ul>
Last Night Of Camp	Run NYE celebrations.
Final Day Of Camp	<ul style="list-style-type: none"> <li>Attend Camp Executive and leader meetings as needed.</li> <li>Assist in packing of all equipment.</li> </ul>
January 31st	<ul style="list-style-type: none"> <li>Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements.</li> <li>Ensure you have provided receipts of items purchased for camp for reimbursement to AO.</li> <li>Review this job description and recommend any modifications to the Camp Convenor.</li> <li>All confidential information about leaders and campers contained in emails or hard copies, must be deleted.</li> </ul>

Last Updated - 06/07/116 by YMD Brian Harvey