

PRESBYTERIAN YOUTH VICTORIA

REGIONAL CAMP JOB DESCRIPTION

Camp Convener

Requirements For Role

Complete the PYV Leadership Accreditation process, and have led on previous PYV camps.

Aims of Role

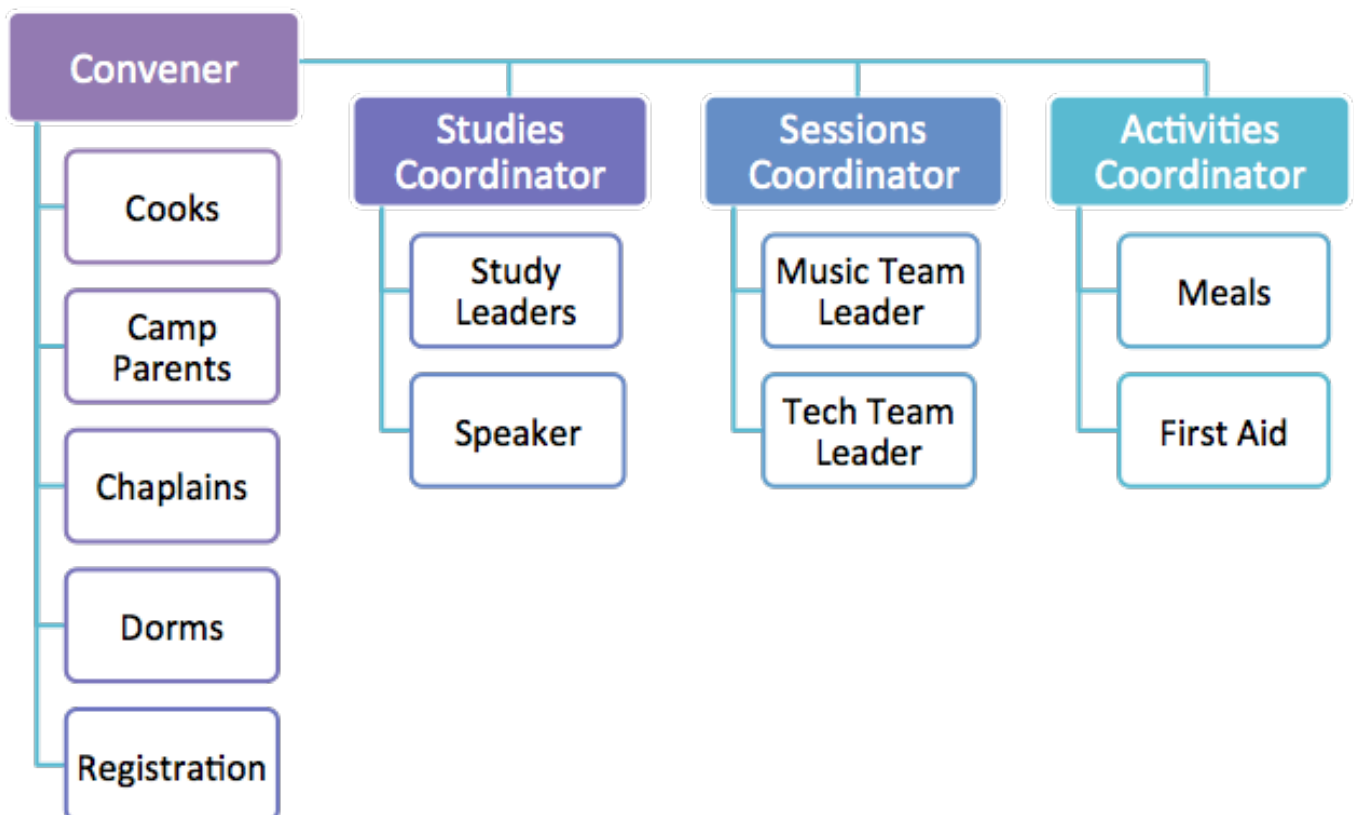
- Assist in the planning, organisation and running of the camp.
- Assist in the coordinating, monitoring and evaluation of leaders in the other camp positions.
- Provide an environment where campers can learn about God and have fun from the ages of 12 to 21.
- Build a Christian community.
- Build relationships between campers and their leaders.
- If the camp is self-catered, ensure everyone gets fed. (Recruit cooks)

Reporting Structure

As Camp Convener, you are responsible and accountable for all aspects of your camp. This delegated authority has been given to you by the PYV Council, whom you report to periodically via the Youth Ministries Director.

In the planning and execution of this camp, you should consult with PYV's Youth Ministries Director (YMD, ymd@pyv.org.au) and Administration Officer (AO, admin@pyv.org.au). They will be able to offer counsel on issues that may arise, and are there to support you in your role.

You will oversee the following team:
PYV Regional Camp Food Chain 2018



Your camp executive is made up of: Camp Convener, Studies Coordinator, Sessions Coordinator, and Activities Coordinator.

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PYV Council asks that you utilise this team framework to enable formal and informal training opportunities to occur with each role.

Responsibilities of your Role

As outlined previously you are responsible for all that happens on your camp. A summary of specific responsibilities are:

Before Camp

- Meeting with your Camp Executive, as a group and individually, to discuss and plan the camp.
- Meeting with the YMD and AO to discuss the running of and to pray for camp. Please note that the YMD is the contact person between yourself and the PYV Council.
- Ensure decisions made in the planning and execution of the camp are in line with PYV policies (available at pyv.org.au). In particular you will need to review the following policies:
 - Protecting Children Policy
 - Gender Ministry Policy
 - On Camp Incident Reporting Policy
 - Abuse Disclosure Policy
 - First Aid Policies
 - Campsite damage exepenses Policy
- From the camp leaders appointing a Shopkeeper, and overseeing them during camp.
- If camp is self-catered, ensuring cooks have been recruited, and overseeing their needs at camp.
 - When the camp is self-catered, organise two people (not campers or camp leaders) to help clean up in kitchen after meals. The cooks might organise this themselves.
- In conjunction with AO & Registration Officer allocating dorms for campers and leaders. Ensure that campers that tick the “first time camper” box on the registration form are allocated dorms with people they know, and that dorm leaders are aware it is a first camp.
- Organising relevant publicity/advertising for the camp. The Admin Officer will be able to support you in this.
- Organising (with input from YMD and AO) a pre-camp training day where leaders will be briefed on all relevant components of camp. It is also an ideal opportunity to conduct team building exercises/games to strengthen the relationships within your camp team.
- Making contact with representatives from local churches to discuss the camp and encourage them to use it to complement their local youth ministry.
- Developing the camp timetable with input from the Camp Executive.
- Recruiting and overseeing a Registration Officer to conduct the sign-in and sign-out process of camp using materials provided by the AO. This role is separate to the AO.
- Recruiting and overseeing Leader’s Chaplains and Camp Parents to provide pastoral care for campers.
 - There should be one male and one female chaplain. They will also be older than most leaders and able to fill in if required. It is helpful if they have some PYV or local youth experience.

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- Provide training for Leader's Chaplains at the camp training day if required.
- It is important that the camp parents do not have children younger than camp age. If their children come, they will be campers. This couple should also be members of a church.
- Organising a prayer meeting for Leaders' Chaplains and Camp Parents during study group time.
- From the camp leaders, appoint a Prayer Organiser and help them in co-ordinating daily prayer meetings.
- Work with CENC Representative to ensure leaders understand Safe Church PCV obligations
- Ensuring your Camp Executive have read and follow all components of their job descriptions, and are ensuring leaders under their direction have done the same.

During Camp

- Attending camp, modelling godly leadership and coordinating leaders in their roles through the Camp Executive.
- Being the first person to arrive, and the last to leave camp.
- Enforcing camp discipline in conjunction with other leaders and making sure leaders feel supported in doing this.
- Organising and overseeing an appropriate sign out process for camp. Contact AO for details.

After Camp

- Evaluating this job description with modifications and suggestions.
- Organising either a leaders' debriefing time or leader feedback forms after camp to review the camp and discuss issues/improvements.
- Appoint a camp leader to write a camp reflection for the PYV Website and for Fellow Workers publication. This needs to be emailed to the Admin Officer in the week following the camp. We suggest this appointment be made at the Training Day. This report should include:
 - Topic and theme of camp
 - description of the talks
 - description of some activities
 - some highlights of the camp
 - something that looks ahead to next year's camp
- Writing a report to the Council about the camp. Guidelines for what to include in this report:
 - Training Day - if it felt effective, what worked and what didn't work in how you chose to run the day, number of leaders who attended/didn't attend and if it had a negative effect on camp itself.
 - How you felt about each aspect of camp: studies, activities, sessions, meals.
 - A summary of feedback forms.
 - How you felt about the exec. team's performance, in regard to positions they would be appropriate for in the future.
 - How you felt about the support they received from the YMD, AO and Council and if there were areas in which you could've been better supported.

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- Thoughts about the campsite - pros, cons of the site.
- General suggestions/thoughts about camp including the registration process, publicity, sign out, etc.
- Suggestions for changes/additions/clarifications to job description

For Your Information*

PEOPLE WHO DON'T PAY TO GO ON CAMP	
Paid for by PYV (Camp Budget)	Paid for by CENC
Convenor	YMD
Exec Team	Camp Parents
Speaker & Family	Chaplains
AO (Summer Camp only)	CENC Rep
Camp Cooks	

**Please let your team know*

As Camp Convener it is not expected that you will act as a Study, Activities or Dorm leader on camp due to the coordination needed to fill this role.

To save yourself from perceived nepotism and to avoid potential conflict, please do not invite a close family member to be a part of the Camp Executive. Exceptions can be made when it is proving difficult to recruit executives who are not related. Please talk to the YMD if you have any queries.

Names for Executive need to be approved by the PYV Council. We suggest the following:

- **Six months before the camp** - Liaise with YMD to bring a list of names for the executive positions for discussion and approval by PYV Leadership Accreditation Committee.
- **Five months before the camp** - Advise YMD of those who have accepted the roles. Hold a first meeting with this group ensuring they are familiar with their own job descriptions.

You may read the conveners' reports from the previous 3 camps, where available, to help in your initial planning process. Please contact the AO to have these sent to you. Sensitive information in these may be omitted.

You are responsible for co-ordinating the development of the camp booklet - design and content - and to liaise with the AO for printing as early as possible. Final approval of design and content remains with the Convener.

Feedback from campers and leaders is important. Please liaise with the PYV Administration Officer to ensure a suitable feedback form is prepared and copied.

While a final registration day will be publicised, the acceptance of any late registrations is the Convener's decision

The CENC Representative will be available to you at camp for pastoral support and prayer as you carry out this role.

Please note: anybody wanting to visit camp for any period may only do so at the discretion of the convener and **MUST** be registered on the website prior to the commencement of camp, except in special cases (consult with YMD).

Campers must be aged between 12 and Year 12 at school unless special consideration should be made. Consult with YMD.

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No illegal or dangerous stunts performed by leaders are to be shown in any videos shown at camps or events, keeping in mind that parents are trusting us to set a good example for their children.

Please make sure you are familiar with PYV’s policies, which are available at 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-judgmentally 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.

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 Convener’s discretion only for someone to lead on a camp without attending the relevant training day. Camp Conveners will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of Tasks

Due Date	Jobs
Six Months Before Camp	<ul style="list-style-type: none"> • Submit names for all roles in Camp Executive to the PYV Leadership Accreditation Committee through YMD. • Determine date and location of training day. Make contact with the minister of the church you wish to use and ask AO to prepare a letter to the Session seeking use of their facilities and provision of meals for attending leaders.

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Five Months Before Camp	<ul style="list-style-type: none"> • Once approved by Council, approach and confirm Camp Executive. • Discuss with AO camp promotion and overall camp budget. • Discuss with AO a Google Drive file for camp. The AO will set this up.
Four Months Before Camp	<ul style="list-style-type: none"> • Meet with Speaker, Study Coordinator, and YMD to confirm the talk and study topic, quiet times, etc. • Conduct visit to campsite with relevant members of Camp Executive. Take a camera and paper and pen to record items of interest. Confirm activities that PYV has access to in its agreement with the campsite. • Meet with Camp Executive as a group to discuss all aspects of camp including theme, activities and ideas, and to pray together. You may choose to conduct the discussion listed below within this meeting or separately: <ul style="list-style-type: none"> • Meet with Study Coordinator and YMD to discuss potential leaders and training requirements. Direct Study Coordinator to send expression of interest emails to leaders from local churches, also inviting them to apply for PYV leadership online if they are not accredited. Set a reply cut-off date of two months prior to camp (or one month prior to training day), and inform them of the date and location of the training day and the requirement that they attend in order to lead on camp. • Meet with Sessions Coordinator to discuss potential Music and Tech Team Leaders. • Meet with Activities Coordinator to discuss potential activities for camp. • Meet with YMD to discuss potential Leaders' Chaplains. • (13 weeks prior to camp) Provide AO with activity theme, speaker blurb and topic blurb for inclusion on publicity materials. • Contact ministers and/or youth ministry leaders in churches within region to inform them of upcoming camp and to invite them to partake if it suits their ministry program. • If camp is self-catered, ensure cooks have been arranged. AO and YMD might have some suggestions if needed.
Three Months Before Camp	<ul style="list-style-type: none"> • Liaise with AO to ensure registrations have opened online for camp. • Follow up training day location with host church. • Make contact with local churches to remind them of upcoming camp and to inform them that registrations have opened. • Check in with Camp Executive to pray with them, and follow up on progress made.
Two Months Before Camp	<ul style="list-style-type: none"> • Collate all relevant information for the training day booklet including: talk outlines, study questions, camp timetable, training day timetable, training notes, activity and game descriptions, etc. Provide these, and a message from the Convener, to the AO for design

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Due Date	Jobs
	<p>and printing.</p> <ul style="list-style-type: none"> • Confirm venue and catering with host church for training day. • Recruit Shopkeeper. • Recruit Prayer Organiser for daily prayer meetings on camp. • Email all confirmed leaders reminding them of training day details, and the requirement of their attendance. Also encourage them to review their job descriptions online at pyv.org.au
One Month Before Camp	<ul style="list-style-type: none"> • Run training day, including the following: <ul style="list-style-type: none"> • Discuss leaders' responsibilities and camp activities. • Have speaker discuss talks and studies. • Provide training sessions on Study Leading, Safe Church, Dorm Leading, etc • Provide opportunity for team bonding and relationship building. • Ensure leaders have the opportunity to meet with their chaplains. • Provide time for all leaders to have their photo taken for camp booklet. • Run new leaders' orientation including explanations of relevant policies. • Inform leaders of post-camp review (either through feedback forms, or a group catchup). • With Activities Coordinator, assign roles for beginning of camp process, including appointing a Registrations Officer to oversee sign-in, with a focus on ensuring campers are welcomed to camp and engaged in activities from the beginning.
One Week Before Camp	<ul style="list-style-type: none"> • Assist Study Coordinator with placing campers and leaders in groups. While doing this, also place campers and leaders in dorms. • Ensure all relevant information has been provided to the AO for inclusion in the camp booklet including: talk outlines, study questions, camp timetable, convener message, quiet times, study groups, activity groups, leader photos. The Study Coordinator can help you with this. • Ensure that booklets and name-tags are complete and printed. • Ensure that AO has passed on details to relevant people (First Aid Officer, etc.). • Confirm with Shopkeeper availability of merchandise and books for on camp shop. Also confirm they have sourced a float for shop • Provide final camp numbers to cooks. • Arrange camper survey form and ensure printing is complete. • Revise relevant PYV camp specific policies, and ensure "On Camp Incident Report" forms are available for leaders at camp.

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Day One Of Camp	<ul style="list-style-type: none"> • Arrive at camp up to two hours before registration start time. • Ensure the Registration area is signed and easy to find for arriving campers and parents. Banners should be used. • Greet campers and parents. Be available for any questions / problems. • Ensure early campers are not lonely. • Ensure all Coordinators have the resources they require and are fully briefed. • Ensure you, leaders, and campers are aware of the Emergency Evacuation procedures of the camp venue. Announce at welcome time and again at first Leaders Meeting. • Review room list and ensure that there is no room where one adult is sharing a room with one minor. Ensure that both male and female dorms are physically checked by First Aiders each night so that this does not happen.
During Camp	<ul style="list-style-type: none"> • Hold Camp Executive and leader meetings as needed. These are to review, inform, pray, and encourage. • Coordinate, encourage, monitor leaders as they fulfil their job descriptions, and ensure they are following child protection protocols. • Meet with the CENC Representative for prayer, support and discussion of issues / problems. • Overseeing the bedtime process at camp, including patrolling the dorm area to ensure all campers are in their rooms, and empowering the dorm leaders to turn the lights out at an appropriate time.
Final Day Of Camp	<ul style="list-style-type: none"> • Hold Camp Executive and leader meetings as needed. • Conduct camper survey. (Feedback forms) • Farewell campers and parents ensuring an appropriate 'sign-out' procedure has been followed. Contact AO to sort out details. • Assist in packing of all equipment. • Hold short debrief/feedback session with leaders (if possible), and remind them to complete feedback forms or date of post-camp debriefing session (whichever you choose to conduct). • Ensure any "On Camp Incident" forms have been passed to the CENC.

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Due Date	Jobs
One Month After Camp	<ul style="list-style-type: none"> • Sort results of camper survey and provide summary to AO. • Hold post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements. Present results of camper's survey to leaders for comment. • Ensure all leaders have provided receipts of items purchased for camp for reimbursement to AO. • Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders, and any prospective or unsuitable leaders. • Prepare a camp report for the PYV Council. • Meet with YMD and AO to discuss camp and to evaluate your role. Discuss this job description and recommend any modifications to it also. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 14/01/2019 by AO Louise Goswell