

PRESBYTERIAN YOUTH VICTORIA

REGIONAL CAMP JOB DESCRIPTION

Study Coordinator

Requirements For Role

Complete the PYV Leadership Accreditation process. Generally, the study coordinator will have led on previous PYV camps.

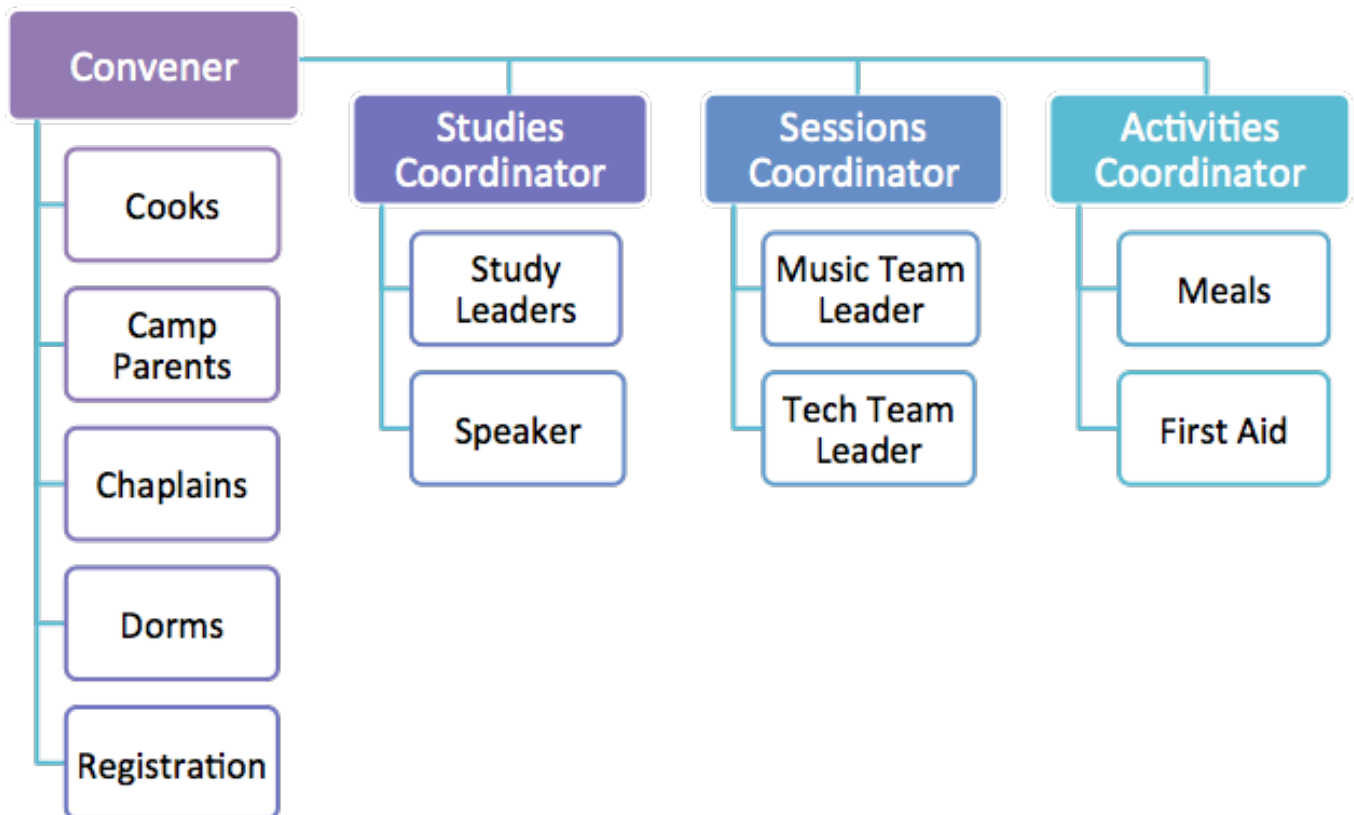
Aims of Role

- Foster an environment where campers can effectively learn about God.
- Recruiting Study Leaders, who have a sound Biblical knowledge, a passion for the Gospel and the appropriate teaching abilities
- Assist in the training of new leaders by ensuring they are placed with experienced study leaders
- Organising and collating all study materials
- Ensuring that adequate training is given to Study Leaders at training day.

Reporting Structure

As Study Coordinator you report and are accountable to the Camp Convener.

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



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Responsibilities of your Role

- Ensuring that Study Leaders are recruited (working with the Camp Convener and YMD).
- Working with the Speaker to confirm number, format and content of all material for talks/studies.
- Running (alongside the speaker) the Study Leaders' orientation to the small group material at the training day.
- Sending out study material to Study Leaders.
- Placing Study Leaders, Assistants and Campers in the appropriate study groups in consultation with Camp Convener.
- Coordinating the development of quiet time content. You may choose to prepare this yourself, or seek assistance from the YMD, Speaker and/or CENC Representative.
- Providing operational support to Study Leaders throughout camp, including arranging for substitutes in case of sickness, fatigue etc.
- Ensuring the needs of the Speaker and his family are being met on camp.
- Coordinating the question box and convening a panel to answer these. Work with Sessions Coordinator and Convener to determine how this will be done.
- Organising workshops (not all camps have workshops)
- Arranging thank you gifts and card for the Speaker. The PYV AO will help with this if asked.
- Enforcing camp discipline in conjunction with other leaders.
- Evaluating this job description with modifications and suggestions.

For Your Information

With the majority of your role as Study Coordinator occurring prior to camp, it is anticipated that you will be able to Study and Activity lead as required. If you cannot please speak with your Camp Convener. In addition, you need to ensure that you are setting a good example as a leader by turning up to meals on time and going to bed on time.

Regional camps are intended to equip young Christians to live out their faith in contemporary society. If workshops are planned, please select a topic which will be relevant and challenging in these respects. The Camp Convener, YMD and Speaker will be ready to help with this. Topics and speakers need to be approved by PYV Council through YMD.

Please note that a senior first-aid leader cannot be a senior study leader. Their priority needs to be first-aid.

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-judgementally to what is being said. Assume that what you are hearing is true.

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- 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. While 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
Four Months Before Camp	<ul style="list-style-type: none"> • Meet with Speaker, Camp Convener, and YMD to confirm the talk and study topic, quiet times, etc. • Organise with convener camp workshops, speakers and topics (if intending to hold workshops), seek approval from PYV Council through the YMD • Attend campsite visit with members of Camp Executive if required. • Attend meeting with Camp Executive to discuss all aspects of camp including theme, activities and ideas, and to pray together. • Meet with Camp Convener and YMD to discuss potential leaders and training requirements. 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 cutoff 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. • Contact AO to get previous year's registration numbers to make an informed decision about how many study groups (and therefore leaders) are required.
Three Months Before Camp	<ul style="list-style-type: none"> • Liaise with Speaker on progress of camp talks and study questions. Reinforce need for these to be prepared for training day. Make sure the speaker has a copy of their job description. • Begin process of preparing quiet times, either yourself or by seeking the assistance of the YMD, Speaker or CENC Representative. These must be ready for training day.

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Two Months Before Camp	<ul style="list-style-type: none"> • Provide talk outlines, study questions and quiet times to Camp Convener for inclusion in training day leader booklet. • Confirm final leader numbers, and determine study leader pairings, allocating one senior study leader with an assistant study leader. Whether groups are single or mixed gender will be determined by you and the Camp Convener. The YMD can assist you with this too. • Email all confirmed study leaders reminding them of training day details, and the requirement of their attendance. Also remind them to register for camp, and to review their job descriptions online at pyv.org.au.
Six weeks before camp (fortnight before training day)	<ul style="list-style-type: none"> • Determine Study leader pairings, allocating one senior study leader with an assistant study leader. • Ensure required details are sent to Convener and / or AO for inclusion in training day booklet
One Month Before Camp	<ul style="list-style-type: none"> • Assist in running training day, ensuring the speaker discusses the talks and studies, that quiet times are gone through, and that leaders' questions are answered. • Collect any visual aids the speaker may wish to use and pass onto the Tech Team Leader for inclusion in camp PowerPoint. • With Sessions Coordinator, Tech Team Leader and Speaker determine layout of session room for most conducive speaking environment.
Two Weeks Before Camp	<ul style="list-style-type: none"> • Placing campers and leaders in groups. Camp Convener can assist you with this. • Ensure all relevant information has been provided to the Camp Convener for inclusion in the camp book including talk outlines, study questions, quiet times and study groups. You may choose to email these to leaders prior to camp also. • Confirm with Camp Convener and Sessions Coordinator the program for the first part of camp, including time of first study. • Contact Speaker to update them, and to pray for them as they prepare for camp. Also determine any items they need for their talks (e.g. whiteboard, chair, pulpit/music stand) and arrange for them to be at camp. • Purchase thank you present for Speaker. Pass receipts onto AO for reimbursement. • Prepare a box for questions to be placed in at camp, making sure you take it to camp too.

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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. • Help unpack any equipment. • Greet campers and parents. Be available for any questions / problems. • Ensure early campers are not lonely. • Ensure Speaker is comfortable and aware of the session and meal times, and their accommodation. • Setup the question box and explain its purpose to campers during the first session.
During Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Coordinate, encourage, monitor leaders as they fulfil their job descriptions, and ensure they are following child protection protocols. • Support all study groups, ensuring all leaders are comfortable and leading the group well.
Final Day Of Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Coordinate question time based on questions from box. Can either be a panel or answers given in study groups. • Farewell campers and parents. • Assist in packing of all equipment. • Supply Senior Study Leaders with the feedback form regarding their Assistant Study Leader either on the last day of camp (printed) or immediately after camp via email. Ask the Administration Officer to send you this form. • If you email the form, the leaders are meant to send the completed form to the AO, but if they send it to you mistakenly, please forward them on to the AO (admin@pyv.org.au). If you decide to hand out the paper forms at camp, please ensure you collect them all and give them to the YMD or AO to return to the PYV Office.
One Month After Camp	<ul style="list-style-type: none"> • Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements. • Meet with Speaker to debrief their camp experience. • Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders, and any prospective or unsuitable leaders. • Review this job description and recommend any modifications to the Camp Convener. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 04/07/16 by YMD Brian Harvey