

# PRESBYTERIAN YOUTH VICTORIA

## REGIONAL CAMP JOB DESCRIPTION

### Study Leader

#### Requirements For Role

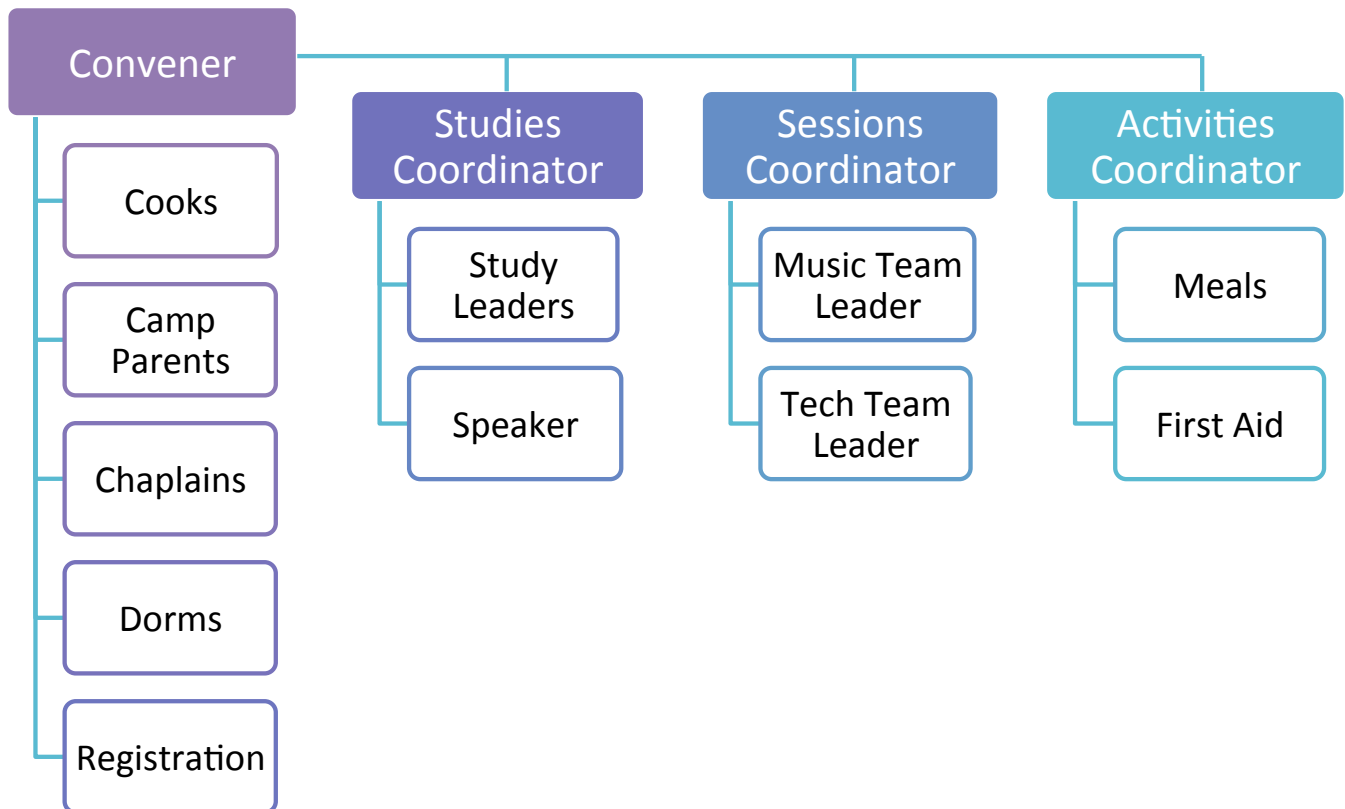
Complete the PYV Leadership Accreditation process.

#### Aims of Role

- Run the discussion session for group you will be assigned by the Camp Convenor and Study Coordinator in a manner that encourages participation from campers in your group.
- All groups will have one more senior leader, and one assistant. Work together as a team, but also realise slight distinctions in your role. The distinctive role of the senior leader is to model good leadership, and to provide training opportunities to the assistant. The distinctive role of the assistant is to be a learner and a support.

#### Reporting Structure

As a Study Leader you report and are accountable to the Study Coordinator.



PYV Regional Camp Food Chain 2018

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#### Responsibilities of your Role

- Attending training day, asking any questions you have of the Speaker.
- Studying the small group material before camp.
- Meeting with your leader or assistant prior to camp to pray for the campers in your study group.
- Leading your assigned group in discussion sessions.
- Being available throughout camp to spend time with and talk to the campers in your group - especially those of the same sex.
- Modelling godliness and leadership throughout camp.
- Identify potential campers to lead at future camps
- Utilise study time as an opportunity to train assistant leaders
- Evaluating this job description with modifications and suggestions.

#### For Your Information

You may have other jobs and responsibilities on camp, however, be aware of over-committing yourself. Your first priority should be the quality of the studies and the amount of time you are making available to campers. If you think your other jobs are becoming too much, see the Study Coordinator.

As a camp leader you are free to give your own details to campers who are under 18, but do not collect their personal details without parental permission.

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
One Month Before Camp	<ul style="list-style-type: none"> <li>Attend in running training day; and complete the following:               <ul style="list-style-type: none"> <li>Seek answers to your questions regarding the talks and studies from the Speaker.</li> <li>That you diligently study the quiet times and ask any appropriate questions of them.</li> <li>That you meet with your co-leader and pray for your campers.</li> </ul> </li> </ul>
One Week Before Camp	Have completed revision of the study questions and been praying for the campers.
Day One Of Camp	<ul style="list-style-type: none"> <li>Arrive at camp up to one hours before registration start time.</li> <li>Prepare for and then run a study group. Ensure each camper is involved. Ensure the content of the study group discussion is appropriate, and aligns to the teachings of the PCV.</li> </ul>
During Camp	<ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Prepare for and then run a study group.</li> </ul>
Final Day Of Camp	<ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Prepare for and then run a study group.</li> <li>Farewell campers and parents.</li> <li>Assist in packing of all equipment.</li> <li>Complete the written feedback form about your Assistant Study Leader as soon as possible and hand it to the Study Co-ordinator (if on camp) or email it to the Administration Officer (<a href="mailto:admin@pyv.org.au">admin@pyv.org.au</a>). The camp Study Co-ordinator will supply you with this form.</li> </ul>
One Month After Camp	<ul style="list-style-type: none"> <li>Follow up on campers as needed (with parental permission).</li> <li>If you identified campers as potential leaders for future camps, please email YMD (<a href="mailto:ymd@pyv.org.au">ymd@pyv.org.au</a>) with information.</li> <li>Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements.</li> </ul>
Two Months After Camp	<ul style="list-style-type: none"> <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 - 04/07/16 by YMD Brian Harvey