

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Activities Assistant

Requirements For Role

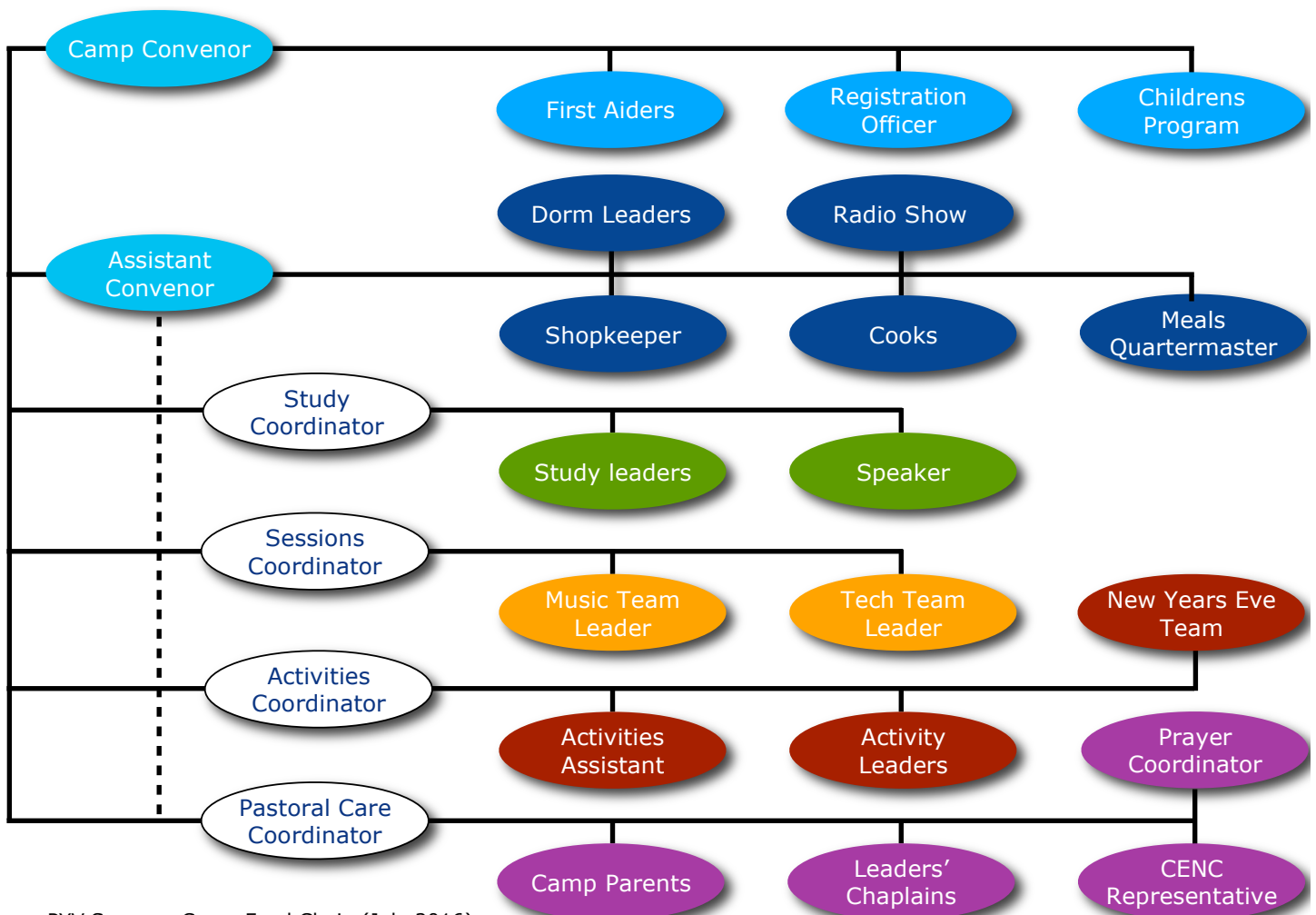
Complete the PYV Leadership Accreditation process.

Aims of Role

- Provide an environment where campers have fun.
- Build a Christian community.
- Build relationships between campers and their leaders.
- Do activities that take campers out of their normal experience, and do things that they cannot normally do at home.
- If possible, illustrate the teaching being performed in the talks and studies.
- If possible, illustrate the theme of the camp with the activities.

Reporting Structure

As Activities Assistant you report and are accountable to the Activities Coordinator.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Assisting the Activities Coordinator in creating, organising and running activity time slots on camp, bearing in mind that campers are of a wide range of ages, abilities and interests, and are of both sexes, so that activities need to cater for a variety of people.
- Liaising with the Activities Coordinator in creating a budget, a list of equipment needed and any extra personnel you require.
- Attending Training Day before camp to explain the activity slots and their content (e.g. hikes, rules of games, items you require leaders to bring), and answer any questions/issues leaders have regarding them. Also be prepared to assist the Activities Coordinator in running team bonding exercises for the leaders.
- Evaluating this job description with modifications and suggestions.

For Your Information

As Activities Assistant 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. There may be parts of camp you have to miss to setup for activities, however you are expected to attend all morning sessions and meals. If you feel you can balance the requirements of this role with Study or Dorm leading (and the pastoral focus on campers that comes with them) please speak to your Camp Convenor to see what can be arranged.

The activities need a bad weather contingency plan for days that are too hot, cold or wet. Any activities that are high risk (e.g. rock climbing, boating) must be notified to the Camp Convenor by two months before the camp training day in writing (or email). This must contain sufficient information to satisfy the Camp Executive of the safety of the activity.

Some campers may have physical or mental disabilities that require special attention during activities. The Activities Coordinator will check with the Administration Officer (AO, 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. The Activities Coordinator will contact the PYV Office to view these items. 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.

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 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.

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.

Timeline of tasks

Due Date	Jobs
September 30th	<ul style="list-style-type: none"> • Meet with Activities Coordinator to plan activities, and determine who is responsible for each activity slot.
October 31st	<ul style="list-style-type: none"> • Provide description of games and activities to the Camp Convener (via the Activities Coordinator) for inclusion in Training Day booklet.
Training Day	<ul style="list-style-type: none"> • Attend and explain activities and games to leaders. Remind leaders to bring specific items to camp if needed. If asked, conduct the team bonding exercises also.
One Week Before Camp	<ul style="list-style-type: none"> • Ensure all relevant equipment for camp has been bought or retrieved from PYV Office. • Ensure day one activities are prepared, including ice-breaker games.
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. • Run ice-breaker games shortly after arrival of campers.
During Camp	<ul style="list-style-type: none"> • Attend leader meetings as needed. • Oversee or run activity slots. Review and adjust according to weather.
Final Day Of Camp	<ul style="list-style-type: none"> • Attend leader meetings as needed. • Assist in packing of all equipment.

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January 31st	<ul style="list-style-type: none">• Meet with Activities Coordinator and evaluate activities.• Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements.• Ensure you have provided receipts of items purchased for camp for reimbursement to AO.• Review this job description and recommend any modifications to the Camp Convenor.• All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Last Updated - 06/07/16 by YMD Brian Harvey