

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Activity Leader

Requirements For Role

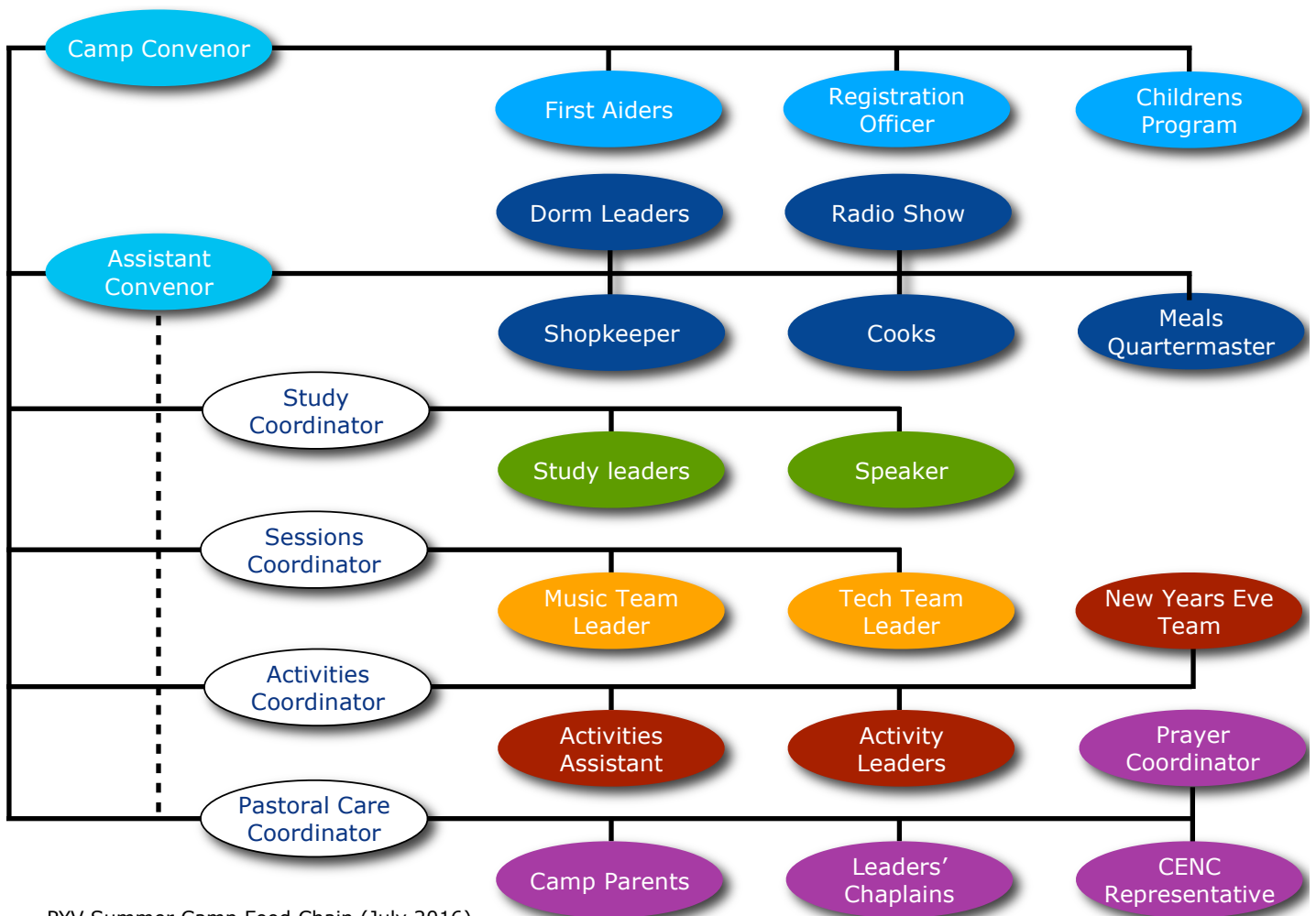
Complete the PYV Leadership Accreditation process.

Aims of Role

- Develop relationships with and provide pastoral care for those campers placed in your activity group.
- Facilitate relationship building between the campers in your group.

Reporting Structure

As an Activity Leader you report and are accountable to the Activities Coordinator.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Praying for the campers that will be in your group prior to camp.
- Ensure that campers are considerate of others in all aspects of the activities.
- Being positive and encouraging campers to get involved in activities.
- Listening and encouraging campers if they share things that are going on in their life.
- With your co-leader, building a team spirit amongst the campers in your group.

For Your Information

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.
- 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 Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

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Timeline of tasks

Due Date	Jobs
Training Day	<ul style="list-style-type: none"> Pray for those campers who will be in your group. Pray that as they look forward to camp that God would be preparing them for the experience.
Day One Of Camp	<ul style="list-style-type: none"> Meet the campers in your group.
During Camp	<ul style="list-style-type: none"> Enjoy time with campers in activity sessions.
Final Day Of Camp	<ul style="list-style-type: none"> Enjoy time with campers in activity sessions. Farewell campers.
January 31st	<ul style="list-style-type: none"> Pray for the campers that were in your group. Evaluate this job description and recommend modifications to it. 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