

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Assistant Camp Convenor

Requirements For Role

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

Aims of Role

- Assist the Camp Convenor 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 aged of 12 to 25 can learn about God and have fun.
- Build a Christian community.
- Build relationships between campers and their leaders.

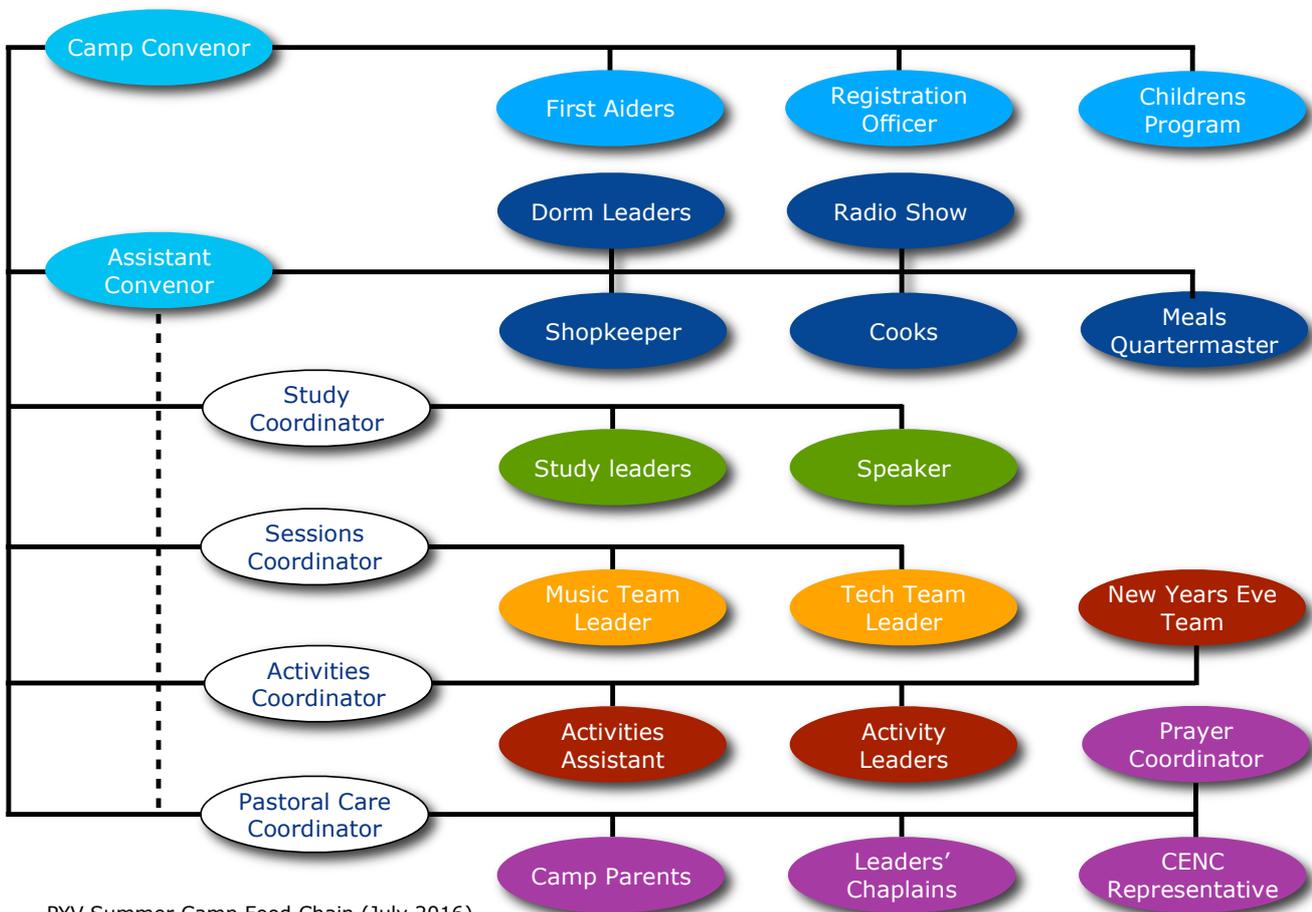
Reporting Structure

As Assistant Camp Convenor, you are responsible and accountable for all aspects of your role on camp to the Camp Convenor. They have been delegated authority over all aspects of camp by the PYV Council, whom they report to periodically via the Youth Ministries Director.

In the planning and execution of this camp, the Camp Convenor and Assistant Camp Convenor should consult with PYV's Youth Ministries Director (YMD, ydm@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.

As Assistant Camp Convenor you oversee the Dorm Leaders, Shopkeeper, Cooks (if camp is self catered), Meals Quartermaster, and Radio Show. The Study, Sessions, Activities and Pastoral Care Coordinators also report to you if the Camp Convenor is unavailable.

The camp executive is made up of: Camp Convenor, Assistant Convenor, Study Coordinator, Sessions Coordinator, Activities Coordinator, and Pastoral Care Coordinator.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

A summary of specific responsibilities are:

- Meeting with your Camp Convenor and Executive, as a group and individually, to discuss and plan the camp.
- With the Camp Convenor, ensure decisions made in the planning and execution of the camp are in line with PYV policies (available at pyv.org.au).
- With the Camp Convenor (and with input from YMD and AO) organising 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.
- Co-ordinate the development of the camp booklet - design and content - and liaise with the AO for printing as early as possible. Final approval of design and content remains with the Convenor.
- Assisting the Camp Convenor in development of the camp timetable with input from the Camp Executive.
- If camp is self-catered, ensuring cooks have been recruited, and overseeing their needs at camp.
 - In conjunction with the self catering, the next two points belong to the Convenor, but it is good for you to know:
 - When the camp is self-catered, organise two people (not campers or camp leaders) to help clean up in kitchen after meals.
 - Check the Caterer's contract to ensure it includes the cook and three assistants for food preparation and serving. (This is separate to those required for cleaning.)
- From the camp leaders appointing a Meals Quartermaster, a Shopkeeper, and hosts for the Radio Show, and overseeing them during camp.
- 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.
- Attending camp, modeling godly leadership and assisting the Camp Convenor in the coordinating of leaders in their roles through the Camp Executive.
- 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.
- Enforcing camp discipline in conjunction with other leaders.
- Evaluating this job description with modifications and suggestions.

For Your Information

As Assistant Camp Convenor it is not expected that you will act as an Activities or Dorm leader on camp due to the coordination needed to fill this role. It should not be assumed that you will be asked to convene next year's camp. 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 CENC Representative will be available to you at camp for pastoral support and prayer as you carry out this role.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

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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 Convenor. 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 Convenor. 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 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
June 30th	<ul style="list-style-type: none"> • Review job description and pray for upcoming camp.
July 31st	<ul style="list-style-type: none"> • Meet with Camp Convenor, Speaker, Study Coordinator and YMD to discuss and confirm the talk and study topic, quiet times, etc. • Attend campsite visit with relevant members of Camp Executive if required. • Attend meeting of Camp Executive to discuss all aspects of camp including theme, activities and ideas, and to pray together. • Meet with Camp Convenor to pray for camp, and to discuss requirements for Meals Quartermaster, Dorm leading, and Radio Show, and potential leaders for each.
August 31st	<ul style="list-style-type: none"> • If camp is self-catered, ensuring cooks have been arranged by AO, and make contact to introduce yourself.
September 30th	<ul style="list-style-type: none"> • Assist Camp Convenor as needed.

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Due Date	Jobs
October 31st	<ul style="list-style-type: none"> Recruit Prayer Organiser, Meals Quartermaster, Shopkeeper, and Radio Show hosts. Meet with Radio Show hosts to discuss requirements for nightly show. Meet with Cooks to discuss budget, personnel requirements, and potential menu.
One Week Before Training Day	<ul style="list-style-type: none"> With Camp Convenor 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.
Training Day	<ul style="list-style-type: none"> Assist in running of Training Day, including conducting a “How To Dorm Lead” session. Address any concerns leaders may have over dorm leading. With Camp Convenor, assign roles for beginning of camp process with a focus on ensuring campers are welcomed to camp and engaged in activities from the beginning. Make contact with cooks to determine arrival time at camp, expected numbers, etc. Arrange thank you present/s for cooks (and bring them to camp). Provide dietary requirements of those who have registered to Cooks. Keep updating them of requirements and total attendee figure until registrations close.
One Week Before Camp	<ul style="list-style-type: none"> Assist AO with dorm allocation for leaders and campers. Confirm with Shopkeeper availability of merchandise, food items and books for on camp shop. Also confirm they have sourced a float for shop.
One Week Before Camp (continued)	<ul style="list-style-type: none"> Provide final camp numbers to cooks. Be familiar with relevant PYV camp specific policies.
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. Assist Camp Convenor to ensure all Coordinators have the resources they require and are fully briefed. With Camp Convenor 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. Oversee bedtime process.

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Due Date	Jobs
During Camp	<ul style="list-style-type: none"> Assist in 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. Oversee bedtime process.
Final Day Of Camp	<ul style="list-style-type: none"> Assist in Camp Executive and leader meetings as needed. Assist in conducting camper survey. Present cooks with thank you presents. Farewell campers and parents. Assist in packing of all equipment. Assist in holding short debrief/feedback session with leaders (if possible).
January 31st	<ul style="list-style-type: none"> Assist in hold post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements. Debrief those who served under you and provide any feedback to Camp Convenor. Collect receipts from Cooks for reimbursement, along with any leftover non-perishable food items. Make recommendations to the PYV Leadership Accreditation Committee about performance of leaders (including Camp Convenor), and any prospective or unsuitable leaders. Meet with YMD 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 - 06/07/2016 by YMD Brian Harvey