

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Children's Program Volunteer

Requirements For Role

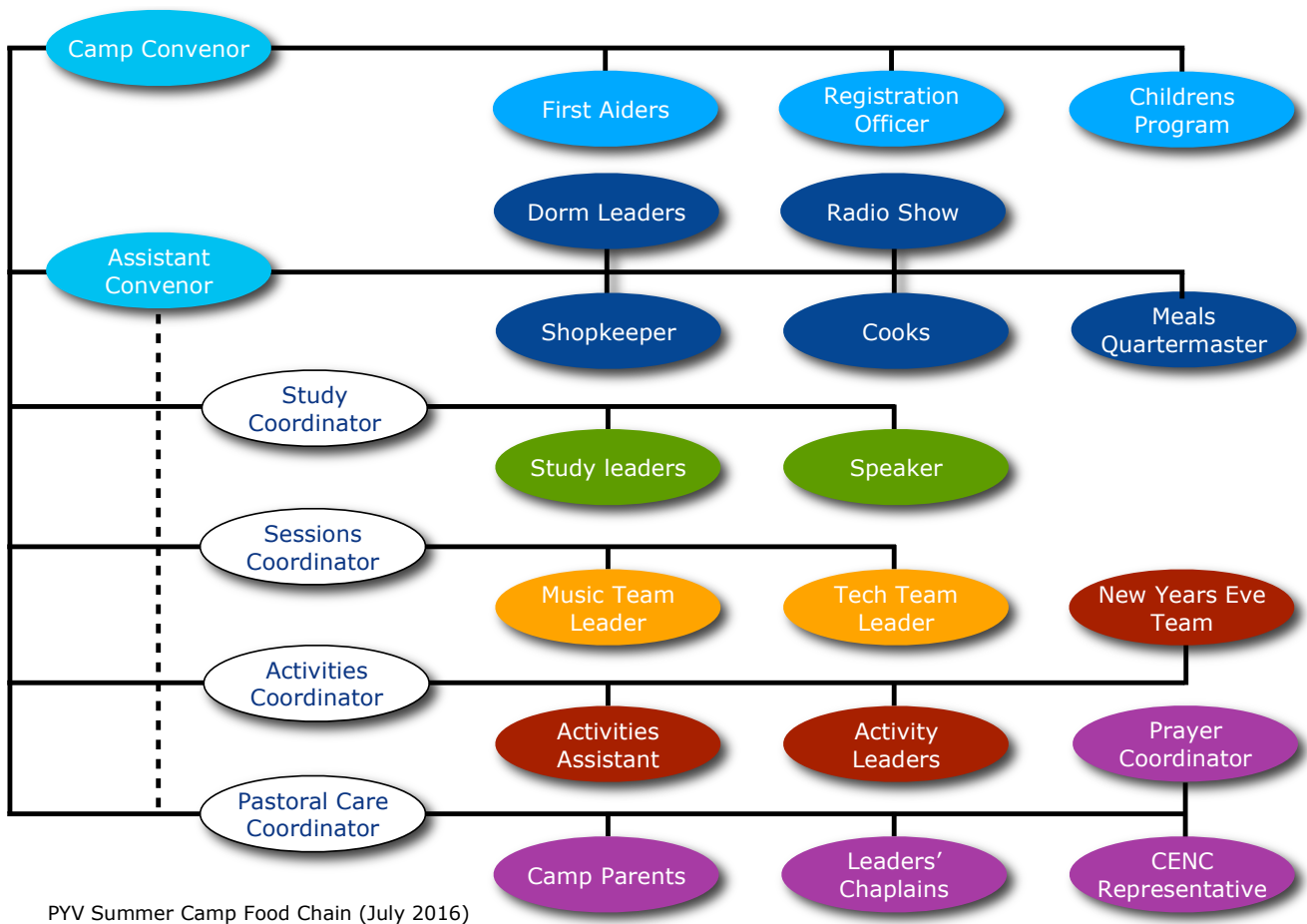
Complete the PYV Leadership Accreditation process.

Aims of Role

- Responsibly care for all the children in the children's program
- Interact with these children in a kindly and Christlike manner

Reporting Structure

As Children's Program Volunteer you report and are accountable to the Camp Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Ensuring the physical safety of the children in the Children's Program
- Ensuring that parents have signed their children in and out of the program room on the relevant 'Sign-In Sign-Out Form'
- Ensuring that there are always two appointed volunteers in the room during program time
- Ensuring that should a toddler need toileting, the child's parents are texted and requested to return to the program room. School aged children should always go to the toilet in pairs
- Ensuring that in the case of a medical issue arising the child's parents are texted and requested to return to the program room, or, if this is not possible, a nominated church leader is texted and requested to attend the room to help

Expectations

- Hold a current Victorian Working With Children Check card, shown this card to the ministry leader and provided the card number
- Have received and read the Safe Church Policy and Code of Conduct
- And have committed to act in accordance with these documents
- Undertaken or agreed to undertake the Safe Church Basic Training Course and the Online Refresher Course
- Complete an Initial Registration Form, provided two referees and agreed to undergo screening and reference checks
- Sign the PYV Declaration of Commitment

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.
- 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.

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Timeline of tasks

Due Date	Jobs
Three Months Before Camp	<ul style="list-style-type: none"> Meet with Activities Assistant/s to plan activities, and determine who is responsible for each activity slot.
Two Months Before Camp	
One Month Before Camp	
Training Day	<ul style="list-style-type: none"> Meet with parents of children who are there. Determine numbers and ages of children you will be caring for. Talk with Convenor to ensure you have an appropriate space for your children's program.
Two weeks before camp	<ul style="list-style-type: none"> Talk with YMD or Administration Officer about children's program equipment stored at PYP Office such. Have a program of activities ready for camp.
Day One of Camp	<ul style="list-style-type: none"> Arrive early to set up children's room. Meet with parents and children who will be using the children's program.
During Camp	<ul style="list-style-type: none"> Provide a good quality program of activities for children in a safe environment. Keep in touch with parents and convenor.
Final Day Of Camp	<ul style="list-style-type: none"> Ensure all equipment is safely packed up.
One Month After Camp	<ul style="list-style-type: none"> 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 - 23/10/19 by Suzy Vines - Admin Officer