

# PRESBYTERIAN YOUTH VICTORIA

## SUMMER CAMP JOB DESCRIPTION

### Dorm Leader

#### Requirements For Role

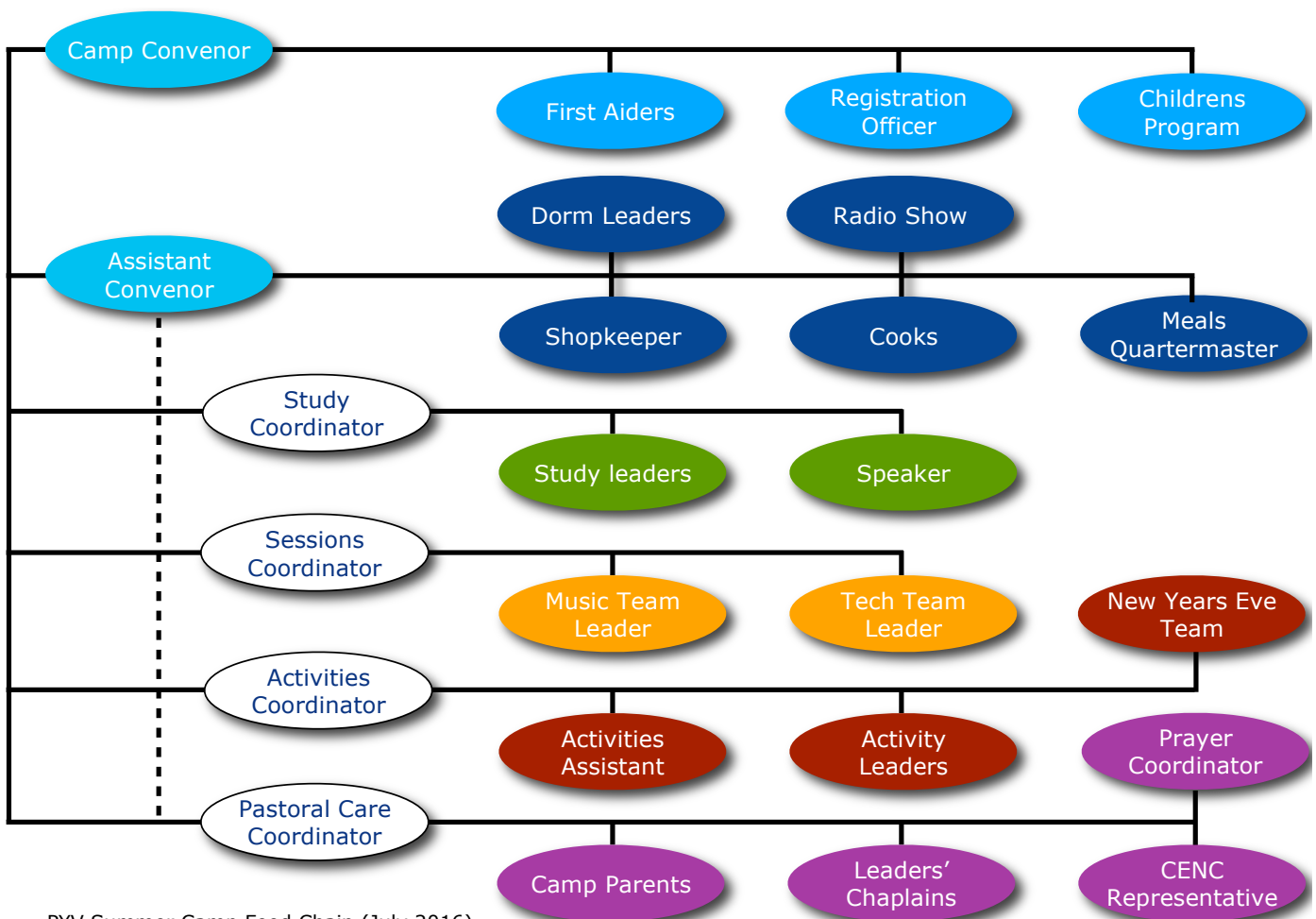
Complete the PYV Leadership Accreditation process.

#### Aims of Role

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

#### Reporting Structure

As a Dorm Leader you report and are accountable to the Assistant Convenor.



PYV Summer Camp Food Chain (July 2016)

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#### Responsibilities of your Role

- Praying for the 4 or 5 campers that will be in your room prior to camp.
- Making contact with each of them prior to the end of dinner on the first night of camp.
- Ensuring all your campers are in the dorm following supper (and reporting any that go missing to the Assistant Convenor. Do not search for them yourself, stay in your cabin).
- Encouraging the campers to get ready for bed on time.
- Ensure that campers are considerate of those who wish to sleep by being quiet after lights out.
- Encouraging quiet discussion amongst the campers regarding the day's studies, activities, etc.
- Listening and encouraging campers if they share things that are going on in their life.
- Bringing a radio to camp for the campers to hear the radio show.
- Allowing those who wish to listen to the radio show to do so.
- Turning the light out at the appropriate time.
- Ensuring all your campers are at each meal.

#### For Your Information

Due to the diverse backgrounds of campers, the role of a Dorm Leader is vital on camp. Campers are more likely to open up in a dorm environment meaning you as a Dorm Leader need to be prepared to listen to what they have to say and respond appropriately. Sometimes this may mean asking them questions, and other times just listening. Please ensure you balance your responsibility in assisting the campers to get to sleep with the flexibility to allow important discussions to continue.

If you need advice on how to deal with a pastoral situation that arises in your dorm, please see your Leaders' Chaplain

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 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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### 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
Training Day	<ul style="list-style-type: none"> <li>Pray for those campers who will be in your room. Pray that as they look forward to camp that God would be preparing them for the experience.</li> </ul>
Day One Of Camp	<ul style="list-style-type: none"> <li>Meet the campers in your dorm prior to the end of dinner (if you don't know who they are see the Assistant Convenor).</li> <li>Ensure all campers are in the dorm soon after conclusion of supper, and encourage them to get ready for bed.</li> <li>Switch off the light.</li> </ul>
During Camp	<ul style="list-style-type: none"> <li>Ensure all campers in your dorm at all meals.</li> <li>Encourage quiet discussion amongst your campers.</li> </ul>
Final Day Of Camp	<ul style="list-style-type: none"> <li>Ensure all campers in your dorm at all meals.</li> <li>Farewell campers.</li> </ul>
January 31st	<ul style="list-style-type: none"> <li>Pray for the campers that were in your dorm.</li> <li>Evaluate this job description and recommend modifications to it.</li> <li>All confidential information about leaders and campers contained in emails or hard copies, must be deleted.</li> </ul>

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