

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Meals Quartermaster

Requirements For Role

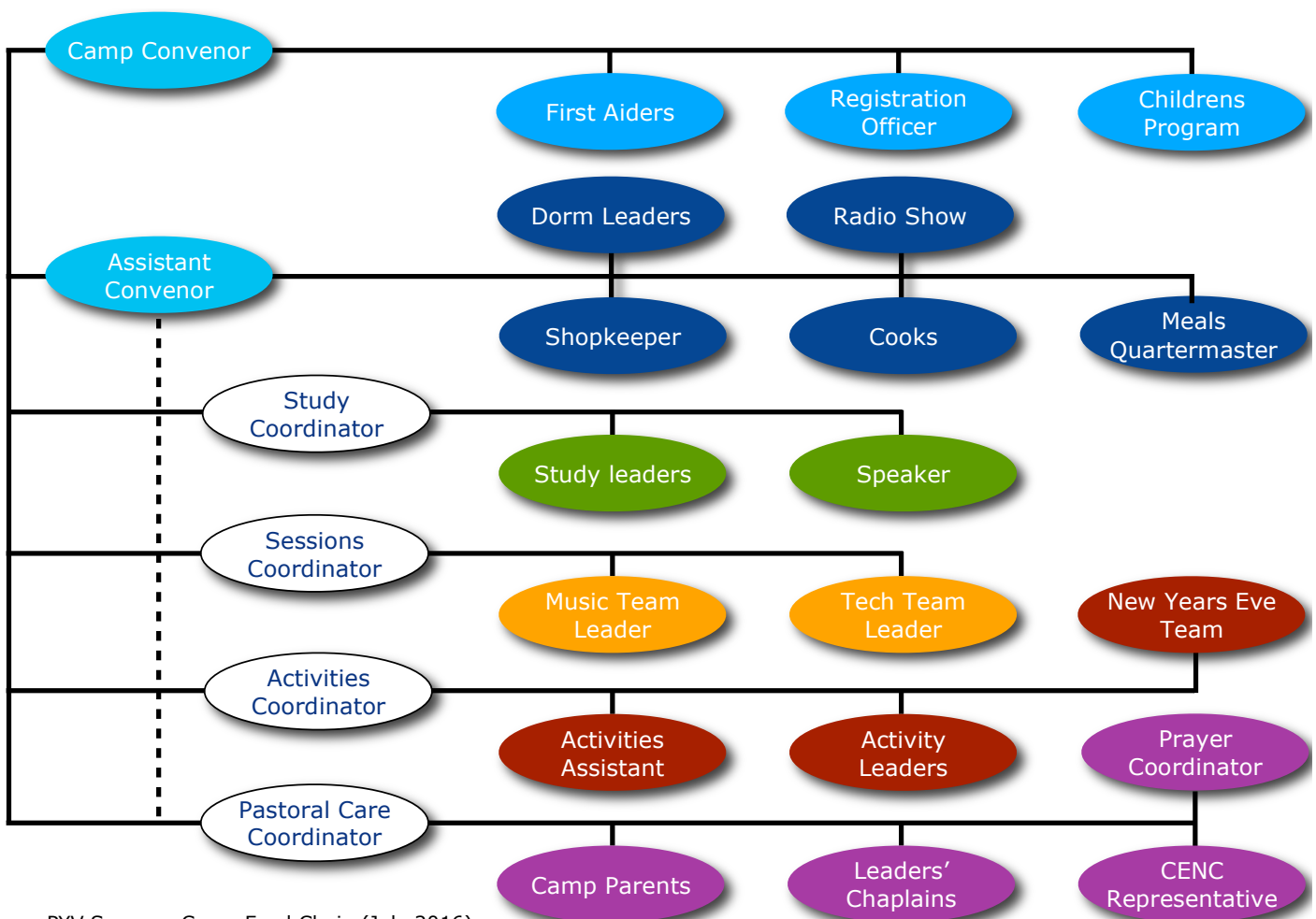
Complete the PYV Leadership Accreditation process.

Aims of Role

- Organise and coordinate the set up, running and clean up of all meals on camp.

Reporting Structure

As Meals Quartermaster you report and are accountable to the Assistant Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Learning and informing Duty Groups of dining room and kitchen rules.
- Organising Duty Groups before and after each meal.
- During meals, organising which table is to line up for food at what time.
- Organising for grace to be said at each meal.
- Being responsible for all that happens in the dining room, and so being aware of and dealing with any jokes or activities that get out of hand during a meal.
- Allowing families with small children to eat first.
- Attending all teaching sessions.
- Evaluating this job description with modifications and suggestions.

For Your Information

The Camp Convenor will make contact with the campsite pre-camp, you will make contact with kitchen on-camp. Some of PYV's camps are self-catered also, please check this with the Assistant Convenor prior to camp.

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 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.

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Timeline of tasks

Due Date	Jobs
Training Day	<ul style="list-style-type: none"> • Learn the rules for dining room and kitchen. • Allocate activity groups pairings (and their campers) to act as duty groups for different meals.
Day One Of Camp	<ul style="list-style-type: none"> • Pin up Duty Group roster in dining room and main meeting room. • At dinner time, inform Duty Groups of dining room and kitchen rules. • Inform campers of who is on Duty Group for next meal. • Organise grace to be said at next meal. • Send tables up for food. • Ensure Duty Groups set up and clean up.
During Camp	<ul style="list-style-type: none"> • Inform campers of who is on Duty Group for next meal. • Organise grace to be said at next meal. • Send tables up for food. • Ensure Duty Groups set up and clean up.
Final Day Of Camp	<ul style="list-style-type: none"> • Send tables up for food. • Ensure Duty Groups set up and clean up. • Arrange a thank you round of applause for the cooks and campsite staff.
January 31st	<ul style="list-style-type: none"> • Attend post-camp debriefing session. • Make note of any problems, particularly bad or good meals, issues with kitchen etc. and pass onto AO. • Evaluate 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 - 06/07/16 by YMD Brian Harvey