

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Radio Show

Requirements For Role

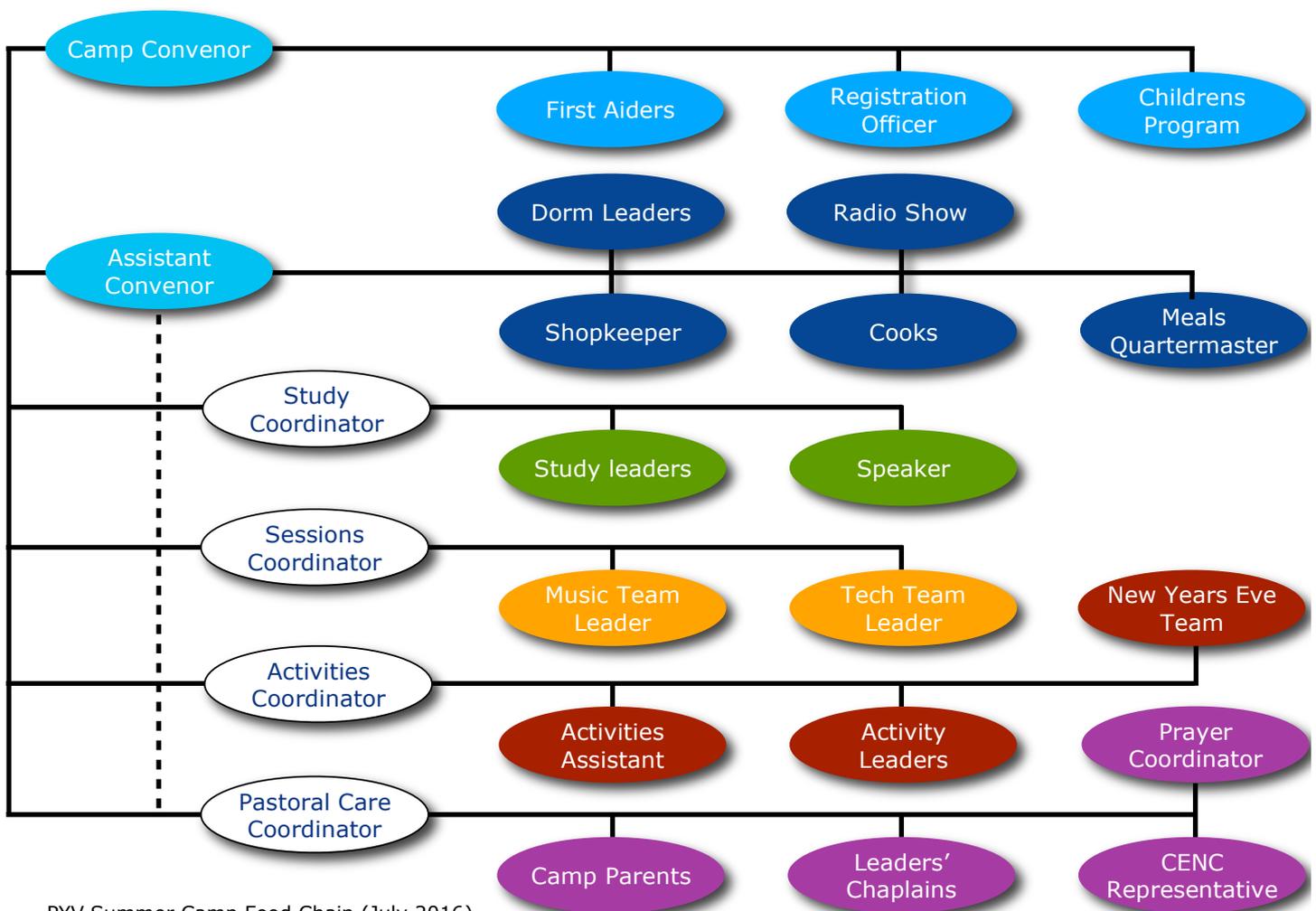
Complete the PYV Leadership Accreditation process.

Aims of Role

- Prepare and host an interesting radio show for Summer Camp
- Provide something that will entertain campers as they gather in their dorms.

Requirements Reporting Structure

As a Radio Show Host you report and are accountable to the Assistant Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Host a 30 minute radio show each night of Summer Camp.
- Ensure that everything is well prepared for the radio show.
- Speak with the Assistant Convener to ensure that he/she is well aware of any requirements, and is aware of your plans for the radio show.
- Follow directions from Assistant Convener or, if necessary, the Convener.
- Co-ordinate with Tech leader to ensure radio show can be heard.
- Talk with Sessions Co-ordinator to promote Radio Show during sessions.
- If you will interview or involve other people from camp, ensure that this is organised early in the day, or early in the camp.
- Use this time to settle the campers for sleep while they are in their dorms. This will clearly affect the music you use etc.
- Remember there are young campers who will be listening. Please focus your humour towards 13-14 year olds, and not at the leaders.

For Your Information

It would generally be inappropriate for the Radio Show hosts to be Dorm Leaders. You will be busy while leaders will be ensuring campers are in their dorms.

It is **very** important that you stick to the time limits set down. It is expected that the finishing time set down by the Convener will be adhered to without complaint.

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.

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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. Whether training occurs over a Friday night and Saturday or just on a Saturday is at the discretion of the Camp Convenor.

If a Friday night session is decided upon, the PYV Council asks that it consist of youth ministry training that is non-specific to the camp, and will be optional for camp leaders. It is optional as PYV seeks to not remove leaders from their local youth ministries, many of which run on Friday nights.

Saturday 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 the Saturday of a 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">Have a rough outline of what you will do over the Summer Camp.Meet with Tech Team leader to discuss your requirements.
Two weeks before camp	<ul style="list-style-type: none">Talk with Assistant Convenor to talk through any requirements you have.Speak with Assistant Convenor about your plans for the Radio Show.
Day One of Camp	<ul style="list-style-type: none">Meet with the Assistant Convenor and Tech Team Leader to determine where the radio show will be based.Help Tech Team to set up equipment for Radio Show.
During Camp	<ul style="list-style-type: none">Present a high quality Radio Show each night of camp.Follow the directions of the Assistant Convenor.
Final Day of Camp	<ul style="list-style-type: none">Ensure all equipment is carefully packed up.
January 31st	<ul style="list-style-type: none">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