

PRESBYTERIAN YOUTH VICTORIA

Summer CAMP JOB DESCRIPTION

Registration Officer

Requirements For Role

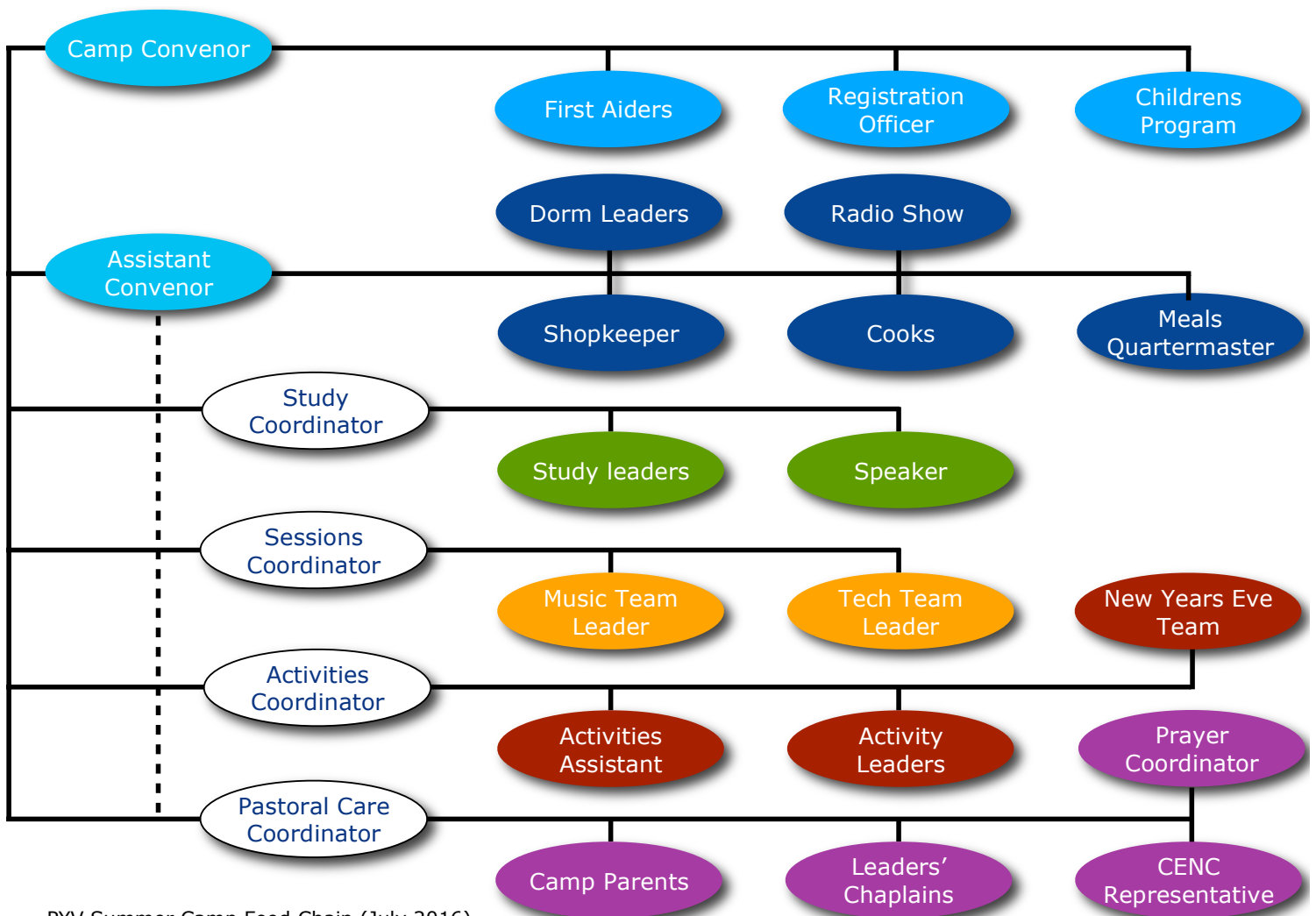
Complete the PYV Leadership Accreditation process.

Aims of Role

- To ensure campers are registered in a timely, efficient manner at the start of camp.
- Enable parents and/or campers to pay the balance of their camp payment upon arrival.
- Ensuring campers and leaders know where their rooms are.

Reporting Structure

As Registration Officer you report and are accountable to the Camp Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Work with AO to keep registration process in order
- Obtaining a registration pack from the Administration Officer (AO, admin@pyv.org.au) for camp which will contain:
 - List of attendees (separate camper and leader lists) and their contact details.
 - Outstanding payments list.
 - Money box and float for payments - hand to Camp Convenor for safe keeping once all payments received.
 - Dorm numbers and allocation sheets - to be placed at registration area and in dorms.
 - Campsite maps (if available).
 - Camp booklets and name tags - to be placed in dorms.
 - Camp timetables - to be spread around campsite.
- 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.
- Ensuring campers know which room they have been allocated to and where that room is.
- Recruiting an assistant or two to help you on the registration table and to help campers in the dorms area.

For Your Information

Summer Camp ages range from 12 to 25, and for many this will be their first camp. Please make the welcome a positive one, so have a smile on your face :-).

You may be unable to attend some activities on the first and last day of camp in order to finalise registration details. Please remember that all registration information is confidential and can only be accessed by personnel with permission from the Camp Convenor.

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.

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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">Organise an assistant or two at the training day to help you at camp.
One Week Before Camp	<ul style="list-style-type: none">Collect registration pack from the AO.
Day One Of Camp	<ul style="list-style-type: none">Arrive at camp up to two hours before registration start time.Greet campers and parents. Be available for any questions / problems.Run registration area including:<ul style="list-style-type: none">Putting dorm numbers and allocations on dorm doors.Placing camper books and nametags in dorms.Placing appropriate signage on registration, first aid and payment areas (if separate areas required).
Final Day of Camp	<ul style="list-style-type: none">Organise a Sign-Out process to ensure all campers sign out on their way home. Please have any lost property nearby so parents and campers can check this pile.
One Month After Camp	<ul style="list-style-type: none">Return registration pack to AO, including any paperwork on issues that may have arisen.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 - 06/07/2016 by YMD Brian Harvey