

PRESBYTERIAN YOUTH VICTORIA

SUMMER CAMP JOB DESCRIPTION

Shopkeeper

Requirements For Role

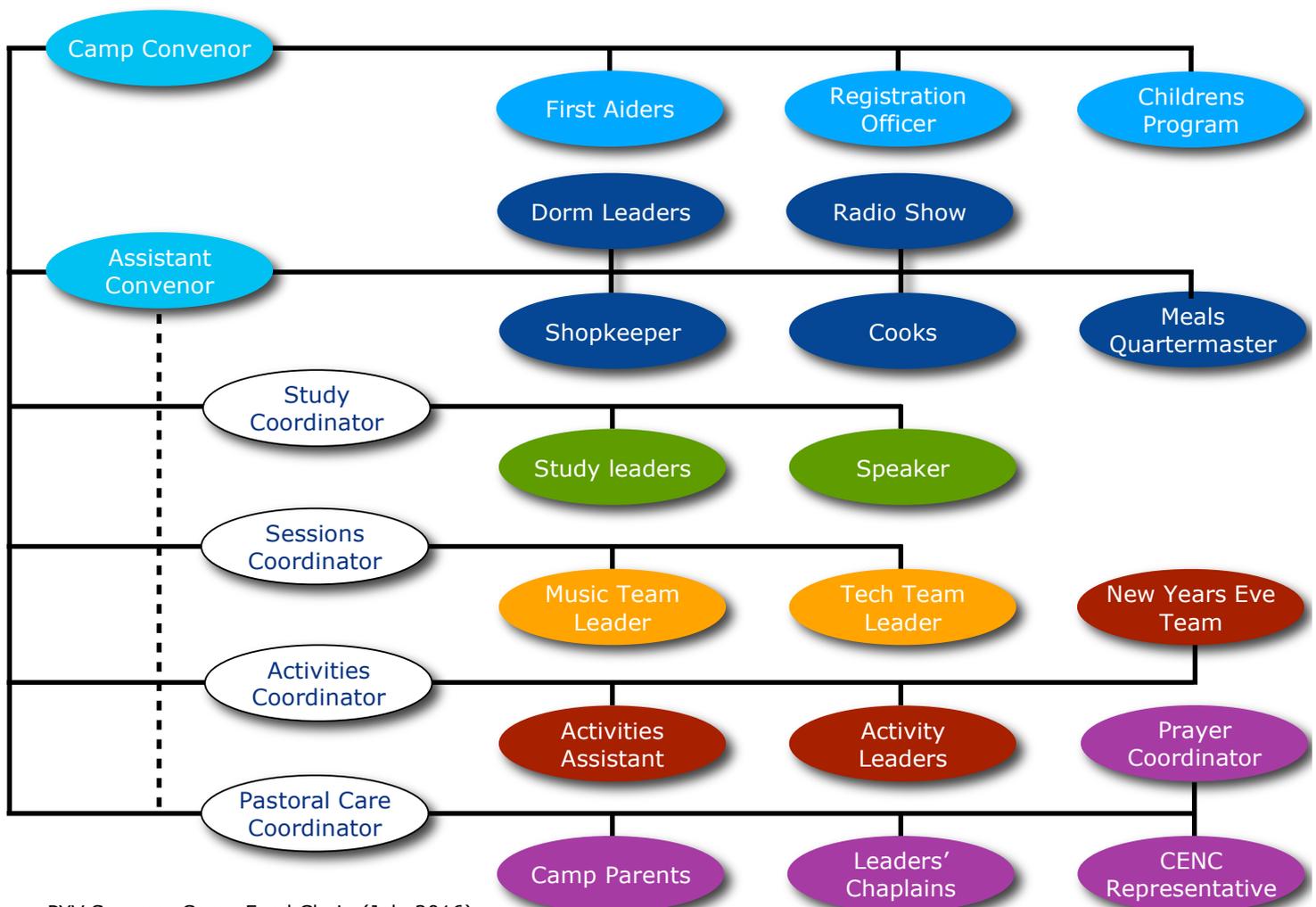
Complete the PYV Leadership Accreditation process.

Aims of Role

- Run a bookstall with a range of books of sound theology and relevance to campers to help develop their walk with God.
- Sell PYV merchandise and tuckshop items to complement the bookstall.

Reporting Structure

As Shopkeeper you report and are accountable to the Assistant Convenor.



PYV Summer Camp Food Chain (July 2016)

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Responsibilities of your Role

- Making a selection of good quality, age-appropriate Christian books. You can get these yourself or arrange for someone else to get the books from Koorong or Word.
- Consulting with the Camp Speaker, Study Coordinator and other leaders for appropriate selection of books.
- Arranging for books to be taken or delivered to camp.
- Displaying books in an appropriate place.
- Presenting or organising book reviews to be given in some morning and/or evening sessions in consultation with the Sessions Coordinator.
- Sourcing a float from the PYV Administration Officer (AO, admin@pyv.org.au) for change for sales.
- Being accountable for all sales. A detailed list of sales must be kept for each 'section' (Bookstall, Merch and Tuckshop), ask AO for details. Money related to each section must be kept separate.
- Ensuring all unsold books are returned to the bookstore in good condition.
- Sourcing and transporting PYV merchandise to/from camp, and overseeing sales at camp.
- Sourcing appropriate items and determining prices for the tuckshop, which may include lollies, chocolates, fruit bars, juice boxes, etc.

For Your Information

PYV has an account held with Koorong in Blackburn. We have a credit limit of up to \$1,000 for a bookstall. (Note that if you wish to include CDs and cassettes they cannot be opened and then returned. Anything from the gift section (stationary, pens etc.) cannot be returned, so it is not appropriate to get these items from the bookstall). Many bookstores have a limit on how long books may be taken out of store (usually 30 days) for use on camp. Check this before having books taken from bookstore. PYV's account number at Koorong is: 1019 1096. You will need to liaise with the AO to make sure your name is on the contact list at Koorong and then you can call Koorong to arrange a time to go and collect the books.

At Summer Camp, campers range from 12 to 25 years of age. Try to have a range of books relevant to these ages. Include a wide range of books for all interests and spiritual maturities. Also ensure many cheap Bibles available to buy. Keep the bookstall open during set times (i.e. you might like to make this during morning tea and supper and display a sign to this effect).

Please liaise with the Studies Co-ordinator and the Speaker for any book recommendations.

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.

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- 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.

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 Convener'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"> • See Study Coordinator for copy of Speaker's suggested books. • Book a time for collection of books from bookshop, make this a few days before camp. • Arrange collection time for merchandise with AO.
Day One Of Camp	<ul style="list-style-type: none"> • Arrive at camp 1 hour before normal arrival time. • Arrange bookstall in appropriate place and set up signs and cash tin.
During Camp	<ul style="list-style-type: none"> • Salesperson for books, merchandise and tuckshop. • Organise book reviews with the Sessions Coordinator.
Final Day Of Camp	<ul style="list-style-type: none"> • Pack up shop. • Balance accounts and cash tin. • Ensure everything necessary returns to the PYV Office.
Directly After Camp	<ul style="list-style-type: none"> • Make a booking to return the bookstall; ensure all books have been returned to bookstore in good condition. Make note of most popular books sold, give to AO. • Reconcile money. Return cash tin to AO and discuss any money PYV has made. • 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.

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Last Updated - 28/04/14 by AO Sonja Otto