

# PRESBYTERIAN YOUTH VICTORIA

## SUMMER CAMP JOB DESCRIPTION

### Tech Team Leader

#### Requirements For Role

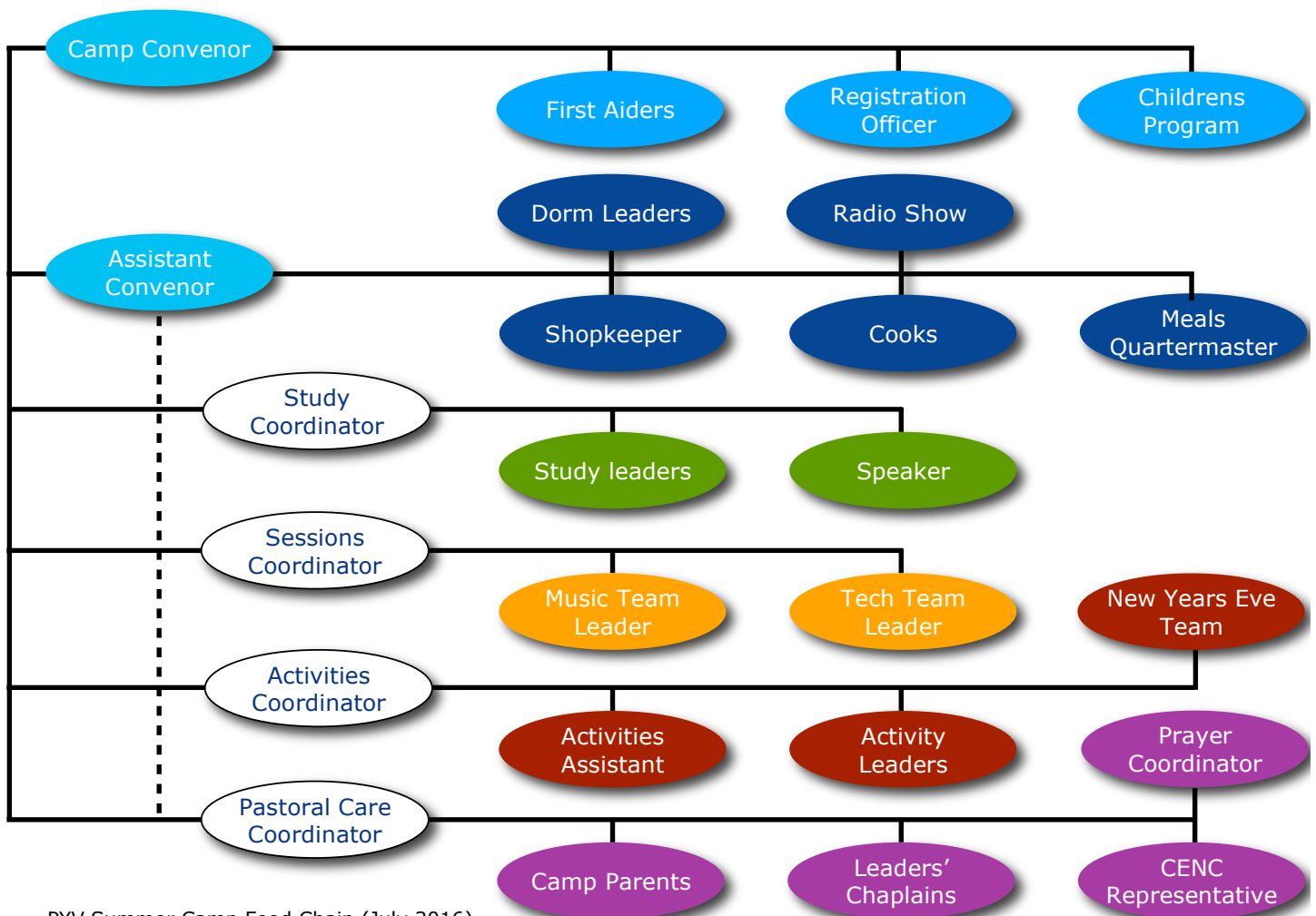
Complete the PYV Leadership Accreditation process.

#### Aims of Role

- Help campers to worship God and learn about Him by enhancing the talks, worship sessions and activities with multimedia.

#### Reporting Structure

As Tech Team Leader you report and are accountable to the Sessions Coordinator.



PYV Summer Camp Food Chain (July 2016)

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#### Responsibilities of your Role

- Liaising with the Sessions Coordinator, Music Team Leader and Speaker before and during camp.
- Ensuring that the PYV Audio / Visual equipment will be transported to camp in the PYV trailer.
- Maintaining the quality of the sound equipment, reporting damage, etc.
- It is valuable to our ministry to have people well trained in this area-and we constantly need to be training new young people in order to have skilled tech teams for the future. To ensure your assistants are thoroughly trained for camp, it is recommended that you arrange a training day, afternoon or evening with the PYV tech gear at Heathmont House. Training should include setting up, mixing, packing PA equipment and problem solving. Please speak to the PYV Council PA portfolio holder to organise this.
- Ensure best possible sound for Music team both at rehearsals and worship sessions.
- Record audio of camp talks (you may wish to download the free program 'Audacity' to do so).
- Overseeing the tech for the Radio Show, including recording of the shows.
- Ensuring that the team incorporates the designs and theme) used on the camp publicity into any multimedia work before or during camp.
- Before and during camp, design any illustrations or notes for talks or sessions to be presented on screen, as advised by the Sessions Coordinator.
- Prepare Powerpoint (or equivalent) slides with the appropriate song lyrics for worship sessions as provided by the Sessions Coordinator and Music Team Leader.
- Evaluating this job description with modifications and suggestions.

#### For Your Information

It can be difficult for the Tech Team Leader to be a Study, Activity or Dorm Leader due to the demands of this role. You should consult with the Study and Sessions Coordinators before the camp to decide if you should lead a group or not.

It is important to train up other young people in these roles. Feel free to delegate roles to other personnel, as long as you are responsible for all who are involved.

You need to adhere to bedtimes and mealtimes as much as possible etc. You need to ensure that you are setting a good example as a leader by turning up to meals on time and going to bed on time.

Please remember that for Child Protection reasons, it is not appropriate for you to be alone in the presence of a camper or 'Tech Team' member who you are training if they are under the age of 18.

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.

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- 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.

### 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  |
|----------------------------|---|
| August<br>31st             | <ul style="list-style-type: none"> <li>• Liaise with Sessions Coordinator and discuss list of equipment needed for sound and vision.</li> </ul>   |
| October<br>31st            | <ul style="list-style-type: none"> <li>• Determine suitable assistants with Sessions Coordinator. If they are not a PYV leader ask them to complete a leadership application.</li> <li>• Confirm availability of PYV sound equipment, and visit PYV Office to reacquaint yourself with the equipment.</li> </ul>  |
| Training<br>Day            | <ul style="list-style-type: none"> <li>• Meet with Sessions Coordinator, Music Team Leader, Speaker, Activities Coordinator to discuss their tech requirements for camp.</li> <li>• Receive from Study Coordinator the Speaker’s visual aids for inclusion in Powerpoints or other relevant software.</li> <li>• Receive from Music Team Leader song lyrics for all songs for inclusion in Powerpoints or other relevant software.</li> </ul> |
| One Week<br>Before<br>Camp | <ul style="list-style-type: none"> <li>• Develop presentation slides and test them. Prepare backup copies in case originals do not work.</li> </ul>   |
| Day One Of<br>Camp         | <ul style="list-style-type: none"> <li>• Arrive at camp at least 2 hours early to assist in set up of band area.</li> <li>• Run desk for practice and sessions, recording talks as you do.</li> </ul>   |

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|----------------------|--|
| During Camp          | <ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Run desk for practice and sessions, recording talks as you do.</li> </ul>  |
| Final Day Of Camp    | <ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Pack up all sound equipment.</li> </ul>  |
| One Month After Camp | <ul style="list-style-type: none"> <li>Attend post-camp debriefing session.</li> <li>Provide copies of the talks to the PYV Administration Officer (<a href="mailto:admin@pyv.org.au">admin@pyv.org.au</a>) for inclusion on PYV website.</li> <li>Evaluate this job description and recommend any modifications to it also.</li> <li>All confidential information about leaders and campers contained in emails or hard copies, must be deleted.</li> <li></li> </ul> |

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