

PRESBYTERIAN YOUTH VICTORIA

VOLLEYBALL JOB DESCRIPTION

Convenor

Requirements & Competencies For Role

- Be an accredited PYV Leader, and in so doing:
 - Have completed the PYV Leadership Accreditation process
 - Undertaken Safe Church Basic Training and subsequent Online Refresher Course
 - Provided PYV with a valid Working With Children Check card and number
 - In signing, agree to abide by the PYV Leader's Declaration of Commitment
- Ability to organise, promote and prepare for event

Aims of Volleyball Event

- Be an opportunity for relationship growth within and across local youth ministries.
- Through a Gospel talk, be evangelistic in nature where local youth, via their youth leaders, are encouraged to invite their non-churched friends for the day.
- Provide a fun and relaxed playing environment, with a low level of competition.

Aims of Role

- Organise a schedule for the day.
- Ensure day runs smoothly.
- Experimenting with the structure is fine but please lease with PYV convenor if large changes for feedback to ensure idea will work.

Reporting Structure

As convenor of the Volleyball event you report and responsible to the PYV Council for the operation of this event, through its delegated representative (generally either the Youth Ministries Director or PYV Convenor).

Responsibilities of your Role

- Oversee the allocation of teams into their respective competitions.
- Communication with local churches and their representatives prior to and on the day.
- Identify roles to be filled (e.g. first aid, tech, photographer, etc.) and source individuals to serve in these.
- Model a fun and relaxed nature, and reflect this through the day.
- Ensure smooth operation of all aspects

For Your Information

There are various supplementary documents that will help you in planning the day, if you haven't been made aware of these yet, please contact the AO.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

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Timeline of tasks

Due Date	Jobs
Three months before event	<ul style="list-style-type: none"> • Liase with PYV Admin Officer to ensure correct information for advertising materials. • Advertising commences with printed materials sent to churches, online registrations opening, and social media page being set up for event. • Develop a strategy/timeframe for social media posts leading up to the event (PYV will provide you access to it's Facebook page) and begin posting. Admin Officer and the PYV Council Publicity representative are able to provide assistance and guidance for this. • Determine appropriate prizes for each competition.
Two months before event	<ul style="list-style-type: none"> • Find people to organise <ul style="list-style-type: none"> • Set-up team • Registration team • Tech • Scorers • First Aid • Photography
Two weeks before event	<ul style="list-style-type: none"> • Close registrations for team entries. Liase with AO to coordinate this. • Confirm availability of relevant equipment stored at PYV Office (balls, pens, swabs, money box, clipboards, wristbands and whistles) by contacting the AO. • Develop timetable using supplementary documents. If required, contact Matt Whelan (Frankston Presbyterian Church) for assistance with this. • Once complete, send timetables to local church representatives. • Arrange purchase of prizes, submitting receipts to AO for reimbursement. • Organise seperate floats for registration table and merchandise stall with AO. • Source someone to be ready to write a report of the event for publication on PYV website, etc.
Morning of event	<ul style="list-style-type: none"> • Arrive early to set up with various coordinators. • Ensure registration team are setup including float.
During event	<ul style="list-style-type: none"> • Check with local church representative and your team through the day to ensure they have all they need. • Make announcements through the day as necessary.
End of event	<ul style="list-style-type: none"> • Ensure all equipment is carefully packed up.
Within a month after event	<ul style="list-style-type: none"> • Evaluate this job description and recommend any modifications to PYV Convenor. • Submit a report to the PYV Council outlining your views on the day, issues that occurred, and suggestions for the future. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

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