

PRESBYTERIAN YOUTH VICTORIA

REGIONAL CAMP JOB DESCRIPTION

Activities Coordinator

Requirements For Role

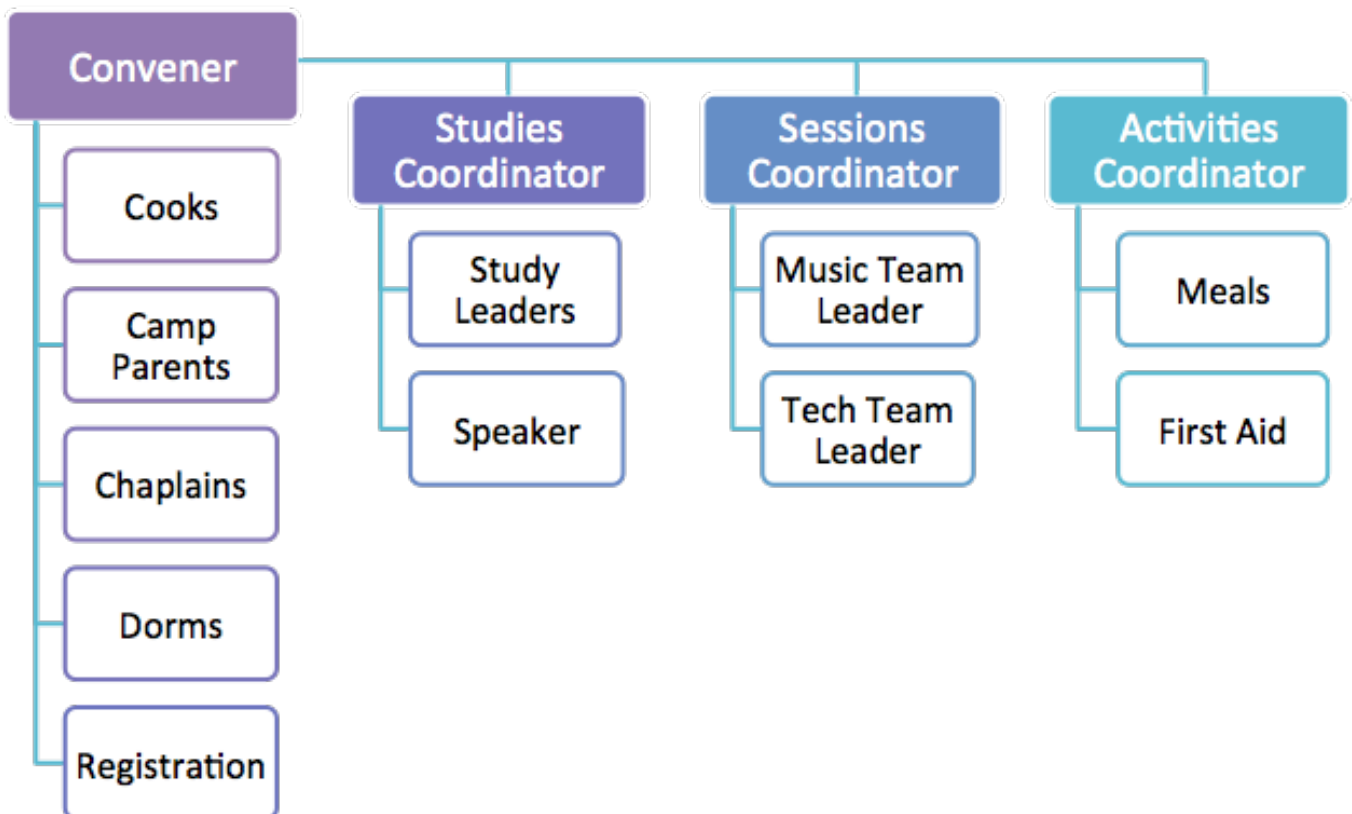
Complete the PYV Leadership Accreditation process. Generally, the activities coordinator will have led on previous PYV camps.

Aims of Role

- Provide an environment where campers have fun.
- Provide an environment which is safe (Risk Assessment)
- Build a Christian community.
- Build relationships between campers and their leaders.
- Do activities that take campers out of their normal experience, and do things that they cannot normally do at home.
- If possible, illustrate the teaching being performed in the talks and studies.
- If possible, illustrate the theme of the camp with the activities.

Reporting Structure

As Activities Coordinator you report and are accountable to the Camp Convener.



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Responsibilities of your Role

- Selecting a theme for the activities, which may include a themed dress up dinner on the final night of camp.
- Coordinating the activity slots on camp, including ice-breakers. Being mindful that campers are of a wide range of ages, abilities and interests, and are of both sexes - so activities need to cater for a wide variety of people.
- Create a budget, a list of equipment needed and any extra personnel you require.
- Attending training day before camp to explain the activity slots and their content (e.g. hikes, rules of games, items you require leaders to bring), and answer any questions/issues leaders have regarding them. Also be prepared to run team bonding exercises for the leaders.
- Complete/fill out Risk Assessment forms to ensure participant safety (see attached)
- In connection with the PYV First Aid Policies for both senior and junior First Aiders, recruiting and overseeing the first aid team at camp. PYV Council will support you in this. Make sure you read the requirements on the First Aider job description before recruiting.
- Determining how meal times will run and recruiting and overseeing a quartermaster if appropriate.
- Meeting with the Camp Convener to discuss the running of and to pray for camp.
- Ensuring that PYV's sports equipment is cared for and kept track of during camp. This can't just be done at the end of camp, but should occur at the end of each day or activity period in which they are used. You may appoint someone else to do this or do it yourself, and the method you employ is up to you. Ideas: Campers could 'sign out' gear that they use, and 'sign it in' again, or you could do a walk-through of the campsite each evening to find everything.
- Evaluating this job description with modifications and suggestions.

For Your Information

As Activities Coordinator it is not expected that you will act as a Study, Activities or Dorm leader on camp due to the coordination needed to fill this role. There may be parts of camp you have to miss to setup for activities, however you are expected to attend all morning sessions and meals. If you feel you can balance the requirements of this role with Study or Dorm leading (and the pastoral focus on campers that comes with them) please speak to your Camp Convener to see what can be arranged.

The activities need a bad weather contingency plan for days that are too hot, cold or wet. Any activities that are high risk (e.g. rock climbing, boating) must be notified to the Camp Convener by two months before the camp training day in writing (or email). This must contain sufficient information to satisfy the Camp Executive of the safety of the activity. The Risk Assessment forms will aid you in this.

Some campers may have physical or mental disabilities that require special attention during activities. You will need to check with the PYV Administration Officer (AO, admin@pyv.org.au) shortly before camp to determine which campers have what special needs. All possible precautions must be taken to ensure the safety of campers and leaders, and their full involvement.

PYV has a collection of items for camp activities located at the PYV Office. The Activities Coordinator will contact the PYV Office to ask for a copy of the catalogue of these items. Should items need purchasing for camp, receipts must be kept and reimbursement will be arranged following the camp. Items purchased then become the property of PYV.

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

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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-judgmentally 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.

Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. While 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 Conveners will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of tasks

Due Date	Jobs
Four Months Before Camp	<ul style="list-style-type: none"> • Attend campsite with members of Camp Executive. Take a camera and paper and pen to record items of interest. Confirm activities that PYV has access to in its agreement with the campsite. • Attend meeting with Camp Executive to discuss all aspects of camp including theme, activities and ideas, and to pray together. Theme must be approved by PYV Council through YMD. • Meet with Camp Convener to discuss activities for camp. • Recruit first aiders (one male, one female). Please read the First Aid Policy in this regard. Speak with AO for details of approved leaders
Two Months Before Camp	<ul style="list-style-type: none"> • Determine who is responsible for each activity slot • Provide description of games and activities to the Camp Convener for inclusion in training day booklet.

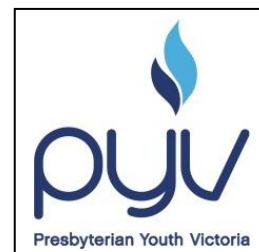
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Due Date	Jobs
One Month Before Camp	<ul style="list-style-type: none"> • Attend training day and explain activities and games to leaders. Remind leaders to bring specific items to camp if needed. If asked, conduct the team bonding exercises also. • Determine how meal times will be structured. Appoint a quartermaster if appropriate.
One Week Before Camp	<ul style="list-style-type: none"> • Ensure all relevant equipment for camp has been bought or retrieved from PYV Office. • Ensure activities for day one are prepared, including ice-breaker games. These can be for either activity groups or whole camp. • Ensure all Risk Assessment forms are completed and sent to convener and AO (admin@pyv.org.au)
Day One Of Camp	<ul style="list-style-type: none"> • Arrive at camp up to two hours before registration start time. • Help unpack any equipment. • Greet campers and parents. Be available for any questions / problems. • Ensure activities during registration are easy to find for arriving campers. • Run ice-breaker games shortly after arrival of campers.
During Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Oversee or run activity slots. Review and adjust according to weather. • Ensure PYV sports gear is kept track of. • Tip: When introducing an activity, read out the instructions twice before taking any questions. Some have found that activities work well when you give the instructions twice and do not take questions. (This means you must be well prepared, and instructions must be clear.
Final Day Of Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Assist in packing of all equipment. • Ensure all PYV sports equipment is collected and returned to the PYV Office.
One Month After Camp	<ul style="list-style-type: none"> • Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements. • Ensure you have provided receipts of items purchased for camp for reimbursement to AO. • Review this job description and recommend any modifications to the Camp Convener. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

Risk Assessment and Management Form



Camp / Event Summer Camp 2016/17		Date/Time of activity Dec 31 2016 7.00pm	
Location Rawson Camp – Oval		Leader's Name Callum Haughey	
Activity Outdoor Cinema		Number of Leaders lots	
Analysis		Description	
Risks Accident, injury, damage		Injury from tripping on cords Sunburn	
Casual Factors Hazards, perils, dangers		People	Equipment
		Youth could trip over each other; Hot drinks spilled on others	Cords being uncovered
Risk Management		Environment	
		Sun will still be hot	
Normal Circumstances	Instruct youth to be careful of each other	Check cords are safe and/or easily observed	Hats and Sunscreen
	In case of emergency	First Aid leaders available	
Relevant Industry Standards Applicable		PYV Leader's Declaration of Commitment Safe Church - PCV Code of Conduct	
Skills required by staff			
Final Decision on Implementing activity	Form Completed by		Date
	Choose one: YES <input type="checkbox"/>		NO <input type="checkbox"/>
	If 'no', explain why.		
	Approved by Kirsten Bryant		
Position (eg. Convener) Convener		Date	