

KAUAERANGA VALLEY

CHRISTIAN CAMP

KAUAERANGA VALLEY

HOLIDAY CAMP VOLUNTEER ROLES

CHRISTIAN CAMP

304 Kuaeranga Valley Rd.

TABLE OF CONTENTS

Cabin /Team Leaders	03
Camp First Aid	04
Programme Director/Assistants	05
Photographer	06
Wide Game Coordinator	07
Head Boy	08
Head Girl	09
Camp Mum and Dad	10
Activity Instructor	11
Water Fun Supervisor	12

CABIN/TEAM LEADERS

CAMP EXPECTATIONS

Volunteer Position Title	CABIN LEADER/TEAM LEADER
Department	CAMPER PHYSICAL NEEDS/EMOTIONAL NEEDS
Reports To	PROGRAMME COORDINATOR/MANAGER
Location responsible for	CABIN, OUTSIDE CABIN, GENDER TOILETS

CABIN LEADER IS RESPONSIBLE FOR THE GENERAL WELFARE; PHYSICAL, EMOTIONAL AND SPIRITUAL OF THEIR CAMPERS.

Key Responsibilities	Daily Responsibilities	Other things:
Responding to camper social, physical, spiritual and emotional needs.	Choose Christ in all things.	You have a Cabin Box - look after it and keep it cleaned and organized.
Learn the names of ALL of the campers in your cabin. Campers come first – Serve them ALWAYS!	BE ON TIME WITH EVERYTHING. Be ready to go. ie sunscreen, closed in shoes	Be firm. Be Fair. Be responsible for discipline of the cabin. Be true to your word.
Smile – First impressions are important, and smiling can put the camper at ease. <u>Practice Love Languages.</u>	Being present where you are. Engage with campers, be fun, be safe, share Jesus always.	Pray for campers and encourage to Faith in Jesus. Pray against bad dreams/ bad thoughts and bed wetting.
BE WITH YOUR CAMPERS. That means day and night. Be present; emotionally, physically, Spiritually.	Rest. Campers need rest. Respect the lights out. You will have to deal with tired kids and its not worth it.	Your ultimate focus for the week are the campers in your cabin, team or activity.
Be actively present for SIGN IN and SIGN OUT for hello & goodbyes- 1 st impressions, good bye matters.	Get to know your Campers. Take the opportunity to know them. Ask Questions – Listen well.	Communicating when having a break and organize someone to do the tasks in your absence

Pre Camp Check List	Before leaving Site at the End of Camp
Spend time in prayer prior to camp to prepare your own heart for ministry.	Cabin Box cleaned and refilled, ready to use for the next person.
Pray over each bed, no matter if someone will sleep in it or not; cover whoever even might sit on it.	Your cabin and outside your cabin needs to be cleaned. Sweep, rubbish, mop & Lost property
Decorate with purpose. Protect the facilities as much as possible ie use blue tack.	Be sure to remove all decorations at the end of camp.

FIRST AID/CAMP NURSE

CAMP EXPECTATIONS

Volunteer Position Title	FIRST AIDER/CAMP NURSE
Department	CAMPER PHYSICAL NEEDS/EMOTIONAL NEEDS
Reports To	PROGRAMME COORDINATOR/MANAGER
Location responsible for	First Aid Station

FIRST AIDER IS RESPONSIBLE FOR THE WELLBEING OF THE PHYSICAL NEEDS OF CAMPERS AND STAFF. ALL MEDICATION AND FIRST AID DOCUMENTATION.

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Responding to camper physical needs, aiding healing.	Have the First aid Room Locked at all times	Pick up first aid supplies (and maybe programme supplies) if needed from town.
Administoring campers medications properly and timley	Clean First aid room and sanitise properly	Could offer to help Chef in Kitchen, or put through a load of dishes
On call at Night for campers needs and supporting leaders with complications.	Being available during meals wide games.	Pray for campers and encourage to Faith in Jesus
Ensuring the paperwork is properly completed.	Communicating when having a break and organize someone to do the tasks in their absence	Find a need and fill a need. Help Leaders with soiled sheets if needed.
Be present for SIGN IN and SIGN OUT for registration and goodbyes- Collecting signatures	Paper work finished. Medication logs, Incident reports, illness logs completed.	Keep an eye on the Hot Drinks station and keep it clean and filled.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you oversee the checklist and familiarise yourself with the First Aid room and Supplies.	-Nurse Station Cleaned and Sanitized
Read up on your First aid Manual and familuaize yourself with all procedures.	-Take Stocktake of supplies and report to OFFICE
Ensure the station is cleaned and ready. First aid bags filled and ready.	Clean your own accomodation and have it ready to go. Help with other ways to reset camp.

PROGRAMME ASSISTANT

CAMP EXPECTATIONS

Volunteer Position Title	Programme Director/Assistant
Department	Programme
Reports To	PROGRAMME COORDINATOR/MANAGER
Location responsible for	Staff Room, Office, Delorian, Dining Hall, Stage, Resource room

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Ensuring the programme is on time, running smooth and working with the people around them.	Meet with Programme director before staff meeting to discuss day.	Oversee the Cleanliness and efficiency of the Dining Hall, Staff room and Office.
Cultivating godly community and culture with servanthood, communication, encouragement and patience.	Ensure all of the programme items are prepped and ready to go to ensure programme stability- Activities, Meal themes, Wide Games. Run to Town for pick up if needed.	Support the WIDE GAME COORDINATOR with tasks for set up, during, and clean up for each game.
Look after and protect the camp's resources. Re-organize STAFF ROOM and DELORIAN each night.	Being available during Meals Wide Games.	Pray for campers and encourage to Faith in Jesus
Being an ambassador for KVCC in leadership and culture.	Keep the Staff Room/Office Cleaned, reset and ready for multiple uses. (Throughout Day)	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers
Be present for SIGN IN and SIGN OUT for registration and goodbyes- Collecting signatures	Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Ensure cabin boxes are restocked and ready for the next camp.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	-Staff Room, Resource Room and Office are cleaned and sanitized
Set Up, Decorate, Programmes up around camp, programmes printed for lanyards, Print sign in sheet, Cabins Etc.	-Take stocktake of supplies used and report to OFFICE
Ensure Staff room, Office, Resource room, Craft Room is cleaned and ready. Prepare Cabin Boxes.	-Help with Dining Hall and general Camp Clean up.

PHOTOGRAPHER

CAMP EXPECTATIONS

Volunteer Position Title	Photographer
Department	Programme
Reports To	PROGRAMME COORDINATOR/MANAGER
Location responsible for	Stage, sound desk, Camera gear, Office lock up

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Ensuring high quality Photos/Videos are taken of the Campers, Leaders, Staff, Yleads for the capturing of the essence of the camp.	Meet with Programme director to discuss day; places to be, things to capture. etc Know what the day will look like to plan ahead!	Make sure there is a "take home" Photo for the campers and Staff- Printed and Laminated
Capturing; Cabin photos Team Photos Group photos Volunteers Whole Camp Photo	Upload photos in evening from day and go through them. Edit if you wish. Have slideshow ready for MORNING GOD TIME.	Support the WIDE GAME COORDINATOR with tasks for set up, during, and clean up for each game.
Look after and protect the camp's resources, Tech Desk, etc. Tech, cameras, computers etc.	Being available throughout the day; Activities, Meals, God times Wide Games etc.	Pray for campers and encourage to Faith in Jesus
Being an ambassador for KVCC in leadership and culture.	Ensure all of the equipment items are prepped and ready to go to ensure successful product.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers
Support the Programme Director in set ups and take downs and certain photos needed	Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Make a small video for the last day if you wish, If a video can be made for the camp, that's amazing.

Pre Camp Check List	Before leaving Site at the End of Camp
Check if we have any camper or Staff that cannot be in the photos.	Make sure that all Photos, Videos and films are put on the one drive in the correct position: Onedrive- Media Design-Photos and videos-Camp
Set Up, Decorate, Programmes up around camp, programmes printed for lanyards, Print sign in sheet, Cabins Etc.	-Take stocktake of supplies used and report to OFFICE
-Prep all equipment and be ready for campers. -Make slide show of Volunteer Staff on google slides for "Welcome"!	Help with general Camp Clean up.

WIDE GAME COORDINATOR

CAMP EXPECTATIONS

Volunteer Position Title	WIDE GAME COORDINATOR
Department	Programme
Reports To	PROGRAMME COORDINATOR/MANAGER
Responsible for	Prepping, preparing, executing and clean up of Wide Games

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Ensuring that the WIDE GAME is on time, running smooth and working with the people around you.	Meet with Programme director before staff meeting to discuss day.	Support Programme Director with needs outside the WIDE GAMES.
Communicate Clearly: Roles for games Rules Safety/Risks Boarders Winners/Points Clean up	Ensure all of the WIDE GAME items are prepped and ready to go to ensure programme stability. Run to Town for pick up if needed.	SIGN IN and SIGN OUT if needed.
Plan, Set up, Execute and Clean up WIDE GAMES/NIGHT games.	Being available during Meals Wide Games.	Pray for campers and encourage to Faith in Jesus
Being an ambassador for KVCC in leadership and culture.	Keep the Craft Room, Resource Room, Equipment Room reset and ready to go. (Throughout Day)	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers
Look after and protect the camp's resources. Re-organize Resource Room each night.	Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Ensure flags are counted at the end of each camp and make more if needed- cut and burned.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Craft Room & Game cupboard, Resource Room are organized and ready for the next camp. Collect any game stuff from the Staff room, Delorian, Office. etc
Set Up and & Decorate Go through overview of GAMES for the week.	Take stocktake of supplies used and report to OFFICE
Ensure you have gone through ALL of the resources needed for the week's games. Make a list of things you need to find or need to buy.	Help with Dining Hall and general Camp Clean up.

HEAD BOY

CAMP EXPECTATIONS

Volunteer Position Title	HEAD BOY
Department	Give leadership and Support to Cabin Leaders & Campers
Reports To	PROGRAMME COORDINATOR/MANAGER
Area Oversee	Boys Dorms, Boys Bathrooms, Outside Boys Dorms

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Support Boy Cabin Leaders with their boy campers. During the Day and Lights out.	Morning Support 715am to 8am boys cabins.	Oversee the cleanliness of the area outside boys dorm, Boys Toilets.
Cultivating godly community and culture with servanthood, communication, encouragement and patience.	Be available to help Boy Leaders encourage and discipline campers where needed.	Pray for campers and encourage to Faith in Jesus.
Look after and protect the camp's resources, outdoor games, people.	Meet with Programme director to discuss day; report on any Boy Camper or leader issues.	You may be needed for activity Help or Swimming Supervision.
Encourage and Check in on the Boy Cabin Leaders and see how you can support them.	Do bathroom checks in the boys main bathrooms and boys gym bathrooms. Do a quick clean or fill supplies that need it.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers.
Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Boys Cabin Lights out. Support cabin Leaders and determine who is quiet first.	Be present for SIGN IN and SIGN OUT for registration and goodbyes.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Oversee the cleanliness of the area outside boys dorm, sweep, empty rubbish, and Boys Bathroom. Support Boy Leaders with Clean up.
Pray for all the boy campers and familiarize yourself with the Boy Leaders and get to know them.	Take stocktake of anything broken or in need of repair.
Communicate any questions or concerns to Programme Director.	Finish up any incident reports. Report on anything we may need for future success.

HEAD GIRL

CAMP EXPECTATIONS

Volunteer Position Title	HEAD Girl
Department	Give leadership and Support to Cabin Leaders & Campers
Reports To	PROGRAMME COORDINATOR/MANAGER
Area Oversee	Girls Dorms, Girls Bathrooms, Outside Girls Dorms

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Support Girl Cabin Leaders with their girl campers. During the Day and Lights out.	Morning Support 715am to 8am girls cabins.	Oversee the cleanliness of the area outside girls dorm, Girls Toilets.
Cultivating godly community and culture with servanthood, communication, encouragement and patience.	Be available to help Girl Leaders encourage and discipline campers where needed.	Pray for campers and encourage to Faith in Jesus.
Look after and protect the camp's resources, outdoor games, people.	Meet with Programme director to discuss day; report on any Girl Camper or leader issues.	You may be needed for activity Help or Swimming Supervision.
Encourage and Check in on the Girl Cabin Leaders and see how you can support them.	Do bathroom checks in the girls main bathrooms and girls gym bathrooms. Do a quick clean or fill supplies that need it.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers.
Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Girls Cabin Lights out. Support cabin Leaders and determine who is quiet first.	Be present for SIGN IN and SIGN OUT for registration and goodbyes.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Oversee the cleanliness of the area outside girls dorm, sweep, empty rubbish, and girls main bathroom. Support girl Leaders with Clean up.
Pray for all the boy campers and familularize yourself with the Boy Leaders and get to know them.	Take stock take of anything broken or in need of repair.
Communicate any questions or concerns to Programme Director.	Finish up any incident reports. Report on anything we may need for future success.

CAMP MUM DAD NANA PAPA

CAMP EXPECTATIONS

Volunteer Position Title	Camp Mum and Dad
Department	Give pastoral support to Cabin Leaders & Campers
Reports To	PROGRAMME COORDINATOR
Area Oversee	Hot drink Station, Morning Tea, Dining Hall

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Support Cabin Leaders and their campers. Homesick, needy, or disciplined campers mostly.	Organize and maintain morning tea supplies and Hot drinks	If something is needing attention, please let the Staff know.
Cultivating godly community and culture with servanthood, communication, encouragement and patience.	Be available to help Leaders encourage and support campers where needed.	Pray for campers and encourage to Faith in Jesus.
Look after and protect the camp's resources, outdoor games, & people.	Meet with Head boy/Head girl to discuss day; report on any Camper or Leader issues.	You may be needed for activity Help or Swimming Supervision.
Encourage and Check in on the Leaders and see how you can support them/pray for them	Do camp spaces checks for lost property, lights on, clean up etc. Do a quick clean or fill supplies that need it.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers.
Communicate in love, patience and integrity. Serve with Christ's Love and by his Spirit.	Serve. Support the first aider, chef, or programme person to whatever is needed for help.	Be present for SIGN IN and SIGN OUT for registration and goodbyes.

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Be involved in the clean up of camp. Especially the end of the two weeks. Having adult helpers helps immensely with higher standard.
Pray for all the boy campers and familiarize yourself with the Leaders and get to know them.	Take stock take of anything broken or in need of repair. Give to PD.
Check your "homesick" camper supplies; ames, colour in, puzzles, toys etc.	Your cabin and outside your cabin needs to cleaned. Sweep, rubbish, mop & Lost property

ACTIVITY INSTRUCTOR

JOB DESCRIPTION

Volunteer Position Title	Activity Instructor
Department	Programme Activities
Reports To	ACTIVITY COORDINATOR, PROGRAMME COORDINATOR
Responsible for	Activities; gear, activity space, safety, camper engagement

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Ensuring the activities are on time, running smooth and working with the people around them.	Communication is KEY. Make sure you are confident on the activity you are assigned. Ask clarifying questions.	Fill in incident reports if needed for activity incidents.
Cultivating godly community and culture with servanthood, communication, encouragement and patience.	Ensure all of the activity items are prepped and ready to go to ensure activity stability. Give yourself 15 minutes to make sure you have everything.	Support the Programme Director with tasks for set up, during, and clean up for each programme activity.
Look after and protect the camp's resources. Re-organize Resource Room each night.	Engage with the campers to make sure they are learning, having fun, being challenged, and remaining safe.	Pray for campers and encourage to Faith in Jesus
Being an ambassador for KVCC in leadership and culture. Bring Jesus into your activity.	Clean up after your activity session. Ensure all gear is in good order, and stored properly.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers
Instruct your section with clarity and fun. Mind your time and safety always.	Communicate in love, patience and integrity. Serve with Christ's Love and by His Spirit.	Let Shane or Stacey know of any breakages or risks

Pre Camp Check List	Before leaving Site at the End of Camp
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Clean your cabin; empty rubbish, wipe down, sweep and mop.
Set Up, Decorate, Programmes up around camp, programmes printed for lanyards, Print sign in sheet, Cabins Etc.	If going into 2nd week; Take stock take of supplies, write down any info for other instructors and report to PD.
Make sure you have everything you may need for the activity, Let the PD or Shane know if you need anything.	Help with general Camp Clean up. Stay for debrief.

WATER FUN SUPERVISOR

JOB DESCRIPTION 1.0

Volunteer Position Title	Water Fun Supervisor
Department	Programme
Reports To	PROGRAMME COORDINATOR
Location	Kauaeranga Valley Christian Camp

Key Responsibilities	Daily Responsibilities	Extra Things to Help with
Ensuring "Water fun" is on time, running smooth and coordinating with the people around them.	Communication is KEY. Meet with Programme Director to confirm or seek clarity in anything. Let them know of any changes or ways to improve the space.	Oversee the Cleanliness and Safety of the Swimming holes. At the end of the day check each space for rubbish, safety concerns, lost property etc.
Ensuring a godly community and culture with servanthood, communication, encouragement and patience while at the Swimming holes.	Check swimming boxes: (check, refill, replace) • three colours for bands-cut • sunscreen/bug spray • list of swimmers abilities • first aid kit • whistles, counter, stop watch	Clean out and Maintain your Golf Kart. Make sure you plug it in at the end of the night.
Look after and protect the camp's resources. Ensure that Stacey is informed of any breakages or risks.	Ensure all of the Water fun Supervision spaces are filled and you have communicated clearly your needs for each role.	Pray for campers and encourage to Faith in Jesus
Being an ambassador for KVCC in leadership and culture.	Make sure that Campers/staff have enough time to get showered and dressed.	Find a need and fill a need. ie rubbishes full, laundry, lost property, homesick campers
Pre Camp Check List	Before leaving Site at the End of Camp	
Ensure you are confident on your role and needs for the week. Ask clarifying questions to PD.	Paper work: Write down any needs, or suggestions for the next year, incident reports etc	
Set Up, Decorate, Programmes up around camp, programmes printed for lanyards, Print sign in sheet, Cabins Etc.	Clean your cabin; empty rubbish, wipe down, sweep and mop.	
Print off Water FUN Supervision Sheets. Fill in with Names of Volunteers and Cabin Leaders	Help with General Camp Clean up.	

KAUÄERÄNGA
VÄLLEY

CHRISTIAN CAMP

—