



Kauaeranga Valley Christian Camp

Senior Leader Position Description

General Information:

Children's Camps are run every school holidays and at each camp we have approximately 50 children and 20 helpers, including leaders and other staff.

Leaders should be committed Christians and are expected to attend 'camp specific' leaders training prior to each camp. This normally commences on either Friday evening after dinner or on Saturday morning and includes an orientation session for new leaders, preparing/learning about new activities and games planned, studying the devotional material that will be used during camp and other preparation needed for camp.

At this point, any children with medical and/or behavioral problems registered to come to camp, will be identified to all leaders. This information is **confidential** and **must not be shared** with any of the campers or other people – it may only be discussed with other leaders or staff where you cannot be overheard, if the necessity arises.

Camp usually starts on Monday at 10.00 am – and finishes on Friday at 12.00 noon.

As leaders, you are invited to join us for a special lunch after the children have left on the last day. This is our way of saying 'Thank You', it is also an opportunity to 'de-brief' about the camp, and discuss what worked, what didn't work and what we can do better. We are always keen to hear your ideas and would love for you to share these with us 😊

Confirmation of times and dates will be advised when your application and acceptance of being a Leader has been confirmed.

What is a Senior Leader?

An experienced leader, generally over the age of 17 who is a committed Christian and has proven themselves to be excellent role models and maintain a good relationship with those around them.

Whose authority will you be under?

You will be under the authority of the Camp Managers and Coordinators

What will you be responsible for?

- Organising your Junior Leaders and LIT's and encouraging them in their role
- The children sleeping in your bunkroom at night
- The children in your team for daily activities

Expectations

Bedtime:

- You are to remain in the bunkroom allocated to you at night
- No children are to be left without a Leader in their bunkroom **at any time** during the night

Behaviour:

- Campers are watching you at all times, be aware of how you are acting and reacting
- Follow instructions given by your coordinator/supervisor
- You must not enter any bunkroom or other area which is designated to the opposite sex

Chapel:

- Chapel is essential to camp may consist of singing, games or quizzes and a short devotion/teaching

You are required to:

- ✓ Support your other leaders during this time
- ✓ Model appropriate behaviour
- ✓ Sit in your team, with the children (not other leaders)
- ✓ Ensure that the children near you are quiet and paying attention to the person sharing devotions, but don't become a distraction yourself
- ✓ If you feel a child needs specific prayer you should discuss this with your coordinator or Camp Managers

Children's Behaviour:

- If a child is testing the boundaries, or making you feel angry, uncomfortable, or embarrassed please seek staff support immediately
- We do not accept bullying, teasing or verbal abuse of other children or leaders
- Unless stated by the parent, please do not give nicknames or use nicknames for children
- If you are asked to explain or invited into a discussion regarding sexuality, or any subject of a similar nature, refer the situation to the Camp Managers or the Coordinators who will deal with it appropriately
- Should you at any time suspect that any child has been abused, please talk to your Camp Managers or the Coordinators immediately

Daily Leadership:

- To support the Coordinator(s) and your leaders, in all team/bunkroom activities and assist in organising the children in your team/group
- You may be asked to run or supervise some activities

Duties:

- Be a role model, encourage campers to complete their duties to a high standard
- Assist campers with completing their daily duties as designated by the camp staff or coordinators
- Assist your leaders with supervision of activities

End of Camp Debrief:

- You are required to attend this; it is a good time to discuss any issues you may have had

Final Clean up:

- End of camp and the final clean-up is always a challenge!
- We understand that by this time you have had a long week and that both you and your campers will be extremely tired
- Kauaeranga Valley Christian Camp staff will assist bunkroom groups during the week to maintain and keep clean the areas of responsibility
- Please set a good example, get stuck in yourself, and encourage and motivate your bunkroom/team to get the job done

Free Time:

- You will be given a period of time each day as “free time” to enjoy activities provided

Home Sick Kids:

- If a child tells you they are homesick, please refer them to your Coordinator or a Camp Managers who will determine if it is appropriate to contact a parent/guardian on the child’s behalf. If a ‘camp mother/father’ is present, take the child to them

Leaders Manual:

- Although there will always be ongoing training, it is important that all leaders are aware of the standards set out in the Leaders Manual

Meals:

- NO skipping meals
- Remain seated at the table with the children until it is time to leave the dining room
- Ensure that appropriate table manners are observed and children remain seated at the table until the meal time is over

Medicines:

- No medication should be kept in your cabin
- Medication must be handed in when you arrive at camp

Morning Leaders Meetings:

- Leaders meetings are held each morning, you may be required to be there

Policies & Procedures:

- All leaders are expected to have an understanding of Kauaeranga Valley Christian Camp Policies & Procedures pertaining to ministry camps, instruction will be given

Ultimately the Camp Managers are Responsible:

- to the parents for their children, but as a Senior Leader, you need to be accountable for your areas of responsibility

ALL visitors (including parents/friends/relatives) must sign in with the office, who will issue them with a **Visitor ID Badge** and notify a team member to escort them around camp

No children can leave camp, even with a parent, without the Manager/Camp Coordinator being advised