



**SÕRVE – SEE OLEMEGI MEIE!**

# **CAMP LEADER INFORMATION PACK**

*Sõrve 2024 Laagri Juht ja Laagri Abijuht  
Sõrve 2024 Camp Leader and Assistant Camp Leader*  
<http://sorve.org.au>

All Expressions of Interest (EOI) must be received by:

**5.00pm Friday, 5 March 2023**

**(Late applications will not be considered)**

Barbara Howard Kalamäe, Secretary Sõrve Sõbrad

Post to PO Box 9, Balmain NSW 2041 or email to [admin@sorve.org.au](mailto:admin@sorve.org.au)

Any enquiries/questions please contact **Sõrve Sõbrad**:

Sulev Kalamae, President

[admin@sorve.org.au](mailto:admin@sorve.org.au) or phone 0414 601 050

**Camp Dates: 7-14 January 2024**



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## Definitions

Sörve Söbrad	Sydney Estonian Parents' and Friends' Association
Sörve	Is the name given to the Estonian Children's Summer Camp conducted at Point Wolstoncroft NSW Sport and Recreation camp in January annually
Sosin	Camp Newsletter

## History

Sörve Söbrad is a community funded, not for profit, volunteer organisation dedicated to running an activity packed annual summer camp, during the first full week in January, primarily for children of Estonian heritage in a safe environment at the Point Wolstoncroft NSW Sport and Recreation Facility. The Sydney Estonian Children's Summer Camp is recognised by NSW Sport and Recreation as being the longest running consecutive camp at Point Wolstoncroft. The first camp was held in 1953 at Narrabeen, followed by Myuna Bay, Canberra and then finally in 1962 at Point Wolstoncroft when it became affectionately known as Sörve.

## The objectives of the association are to:

- (a) Maintain and promote Estonian culture, language, customs, traditions and community amongst young people of an Estonian background in Australia;
- (b) Develop social, organising, leadership and teamwork skills amongst young people of an Estonian background in Australia;
- (c) Identify and train future potential leaders of the Estonian community in Australia;
- (d) Create an environment for families to participate in the Estonian community, cultural and sporting activities;
- (e) Encourage the promotion of good citizenship and the values of tolerance and cultural diversity;
- (f) Organise an annual summer camp for young people of an Estonian background in Australia, which this camp shall be known as "Sörve"; and
- (g) Undertake any activities consistent with the above objects.



## Scope

Each year the positions on the Leadership Group become vacant and Sörve Söbrad applies this Expression Of Interest (EOI) process to compile a list of eligible Leaders for the forthcoming Sörve. Although there are a limited number of positions available on the Sörve Leadership Group, we are very keen to ensure that everyone who is interested and passionate about being a Leader have a number of opportunities available to be a part of Sörve. Sörve Söbrad is a volunteer organisation and like all similar organisations your positive input and experience is welcomed.

## Camp Leader Role

The Sörve Camp Leader is ultimately responsible for the running of the camp. Sörve is a not for profit organisation and there will be no financial re-numeration. However you will be recognised as a Leader in the Estonian community in Australia if you are accepted for this role. The successful applicant will require the following minimum qualities:

- Leadership
- Innovator
- Mentor
- Decision Maker
- Confidant
- Spoken Estonian

For the duration of Sörve the successful applicant will be required to be responsible for the Estonian children's summer camp with children ranging from preschool to year 12. You will be a mentor who is in charge of a team of young Leaders, understands and is on top of all camp related issues, conduct daily flag raising events, conduct nightly debriefing meetings, liaise with all stakeholders and at times parents who have put their children in your care, and where necessary be able to make decisions which are in the best interests and reputation of Sörve. You will possess the ability to mediate with a firm but fair approach to discipline and at times monitor and make informed decisions on an individual's suitability to stay at Sörve.

## Assistant Camp Leader Role

The Assistant Camp Leader is second in charge to the Camp Leader. This secondary role is equally as important as the Camp Leader as you will be expected to support and at times deputise the running of the camp. Consideration will be given to ensuring that there is a good team dynamic developing between the two senior roles.



## Job Descriptions as per our Camp Handbook:

POSITION	RESPONSIBILITIES	JOB DESCRIPTION
<b>Laagri Juht</b> (Camp Leader)	<ul style="list-style-type: none"> <li>Abide by the code of conduct</li> <li>To ensure Sörve runs safely and smoothly</li> <li>Objectives set by Committee (as in handbook) are followed</li> <li>Ensure the planned activity schedule is executed</li> <li>Ensure guidelines set by Sport &amp; Rec. Staff are followed</li> </ul> <p>PREFERRED QUALITIES</p> <ul style="list-style-type: none"> <li>Can speak Estonian publicly</li> <li>Can resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with ALO, Committee and Sport &amp; Rec. staff</li> <li>Program &amp; conduct meetings</li> <li>Attend parent orientation</li> <li>Ülevaatus tally</li> <li>Running of Lipuheiskamine</li> <li>Announce daily activities at Lipuheiskamine</li> <li>Organisation and running of the opening and closing lõke</li> <li>Lead sõprus ring if no Laagri Vanem available</li> <li>The “go to” person – meaning they are aware of the issues arising in Sörve</li> <li>Needs to be the head disciplinary force and/or mediator under the ‘Policy on Promoting Positive Behaviour at Sörve’</li> <li>Keep a strong and visual presence throughout Sörve</li> <li>Monitor the strike register and make informed decisions on an individuals’ suitability to stay at camp</li> <li>Mentor other leaders including Laagri Abi Juht</li> </ul>
<b>Laagri Abi Juht</b> (Assistant Camp Leader)	<ul style="list-style-type: none"> <li>Abide by the code of conduct</li> <li>To ensure Sörve runs safely and smoothly</li> <li>Objectives set by Committee (as in handbook) are followed</li> <li>Ensure the planned activity schedule is executed</li> <li>Ensure guidelines set by Sport &amp; Rec. Staff are followed</li> <li>Report to Laagri Juht</li> </ul> <p>PREFERRED QUALITIES</p> <ul style="list-style-type: none"> <li>Can speak Estonian publicly</li> <li>Can resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Assist camp leader in day to day activities</li> <li>Direct at least one Lipuheiskamine, lõke and the daily planning of activities</li> <li>Keep a strong and visual presence throughout Sörve</li> <li>Spend time daily roaming and monitoring all camp activities</li> <li>Assist Komandant in executive duties including curfew management</li> <li>Assist hut leaders in planning and discipline</li> <li>Ensure AACS (Activity, Aim, Checklist, Safety) forms are completed for all activities</li> <li>To comply with the Job Description of the Laagri Juht should the need arise</li> </ul>

## Other Roles available to adults at Sörve

As stated in the Expression of Interest for the Sörve Leadership Group: If you are between the ages of 18 to 30 years old and have just completed your final year at High School the following options to attend Sörve this year are available.

- Young Adult - paying full adult fee abiding by the Code of Conduct but not part of the Leadership Group.
- Assistant Leader - paying a subsidised camp fee, abiding by the Code of Conduct and part of the Leadership Group.
- Media (Sosin) - paying a subsidised camp fee, abiding by the Code of Conduct and part of the Leadership Group.

NOTE: Young adults and those over the age of 18 who have completed camp as a Camper are encouraged to have the next year at Sörve as a ‘gap year’. Refer to Selection Criteria page 9. Alternatively, if you have just finished school and wish to have the experience of being a Camper for one more year then this option is also available.



## **SYDNEY ESTONIAN PARENTS' AND FRIENDS' ASSOCIATION - 'SÖRVE SÖBRAD'**

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Sörve Söbrad is keen to develop a program to suit younger independent adults. Activities offered as part of the adult program have included Sport and Recreation instructor sports (canoeing, sailing, ropes course, abseiling and archery), Estonian films, sports such as boules, volleyball and tennis. The Leadership Group at times requires some assistance at camp with activities such as Estonian cooking, craft and singing and adults have been of great assistance here too. If you are able to help with organising or have suggestions in regard to this younger adult program please contact us.

### **Objectives**

Sörve is primarily organised as a children's camp however the number of families and holidaying adults has grown over the years. With this range of customers in mind we aim to cater for all children with Estonian background, their friends and families with the following objectives:

- A camp culture steeped in Estonian traditions
- Happy, satisfied and tired participants
- A safe, healthy and accident free camp
- Strong, cohesive leadership
- An environment that preserves and develops strong friendships and creates a sense of uniqueness and belonging
- A camp that fosters a willingness and desire to learn
- Fast resolution of problems as they arise
- A strong focus on the needs of children
- A working partnership with parents and care givers

### **Compulsory Meetings**

The Sörve Camp Leader and Assistant Camp Leader will head the Sörve Leadership Group. The Committee recognises that the Sörve Leadership Group is a unique group of people who give an enormous commitment to volunteer their time and coordinate the week's activities. Volunteer Leaders bring to the Leadership Group a variety of skills and experiences in a broad range of areas and Sörve Söbrad aims to utilise these individual and collective skills to the best effect.

If invited to be Sörve Camp Leader or Assistant Camp Leader you are expected to organise and participate in the planning, information and training sessions prior to Sörve Summer Camp, working closely with the Leader Liaison Committee delegate.

These sessions include safety briefings, planning of Sörve camp activities, team building and brainstorming sessions. One of the sessions will be held over a weekend.

COMPULSORY MEETING DATES FOR 2023-24 TBC:



Sörve Söbrad is a community funded, not for profit, volunteer organisation that recognises the contribution that the Leadership Group makes to ensure a successful camp every year by subsidising their camp fees and some operating expenses. In order to continue to have a successful camp however you will also be asked to participate wherever possible in the yearly fundraising events to assist in the recovery of these expenses and to attend Sörve related and organised functions outside of camp.

## **Qualities, characteristics and personality traits required to be a part of the Leadership Group:**

### **What is a Leader?**

1. A Leader is on the job and on call every minute of the day and night: working, playing, eating and living with Campers 24 hours a day.
2. Responsible for 'your' hut Campers: ensuring they keep their huts clean and get along.
3. A friend to Campers. You lead them, help and comfort them; you see they get the most out of their Sörve experience.
4. Responsible for keeping Campers safe, clean and healthy. You make sure they eat and sleep properly and report any health or medical problems to the Camp Leader.
5. Expected to plan activities for your hut and all Campers, including skits, games during quiet times, hikes etc and bigger events too.

### **Personality traits you need:**

1. A love for children, with a capacity to be patient, kind yet firm, fair, responsible and genuinely concerned with all Campers.
2. A love for people, with the ability to feel comfortable and work as a team with others.
3. A strong sense of responsibility.
4. The ability to persevere, often in the face of adversity.
5. The ability to stimulate and encourage people to grow physically and mentally in all phases of life.
6. A capacity to work hard and maintain good health.
7. Ability to make quick decisions in an emergency.
8. Flexibility, initiative, resourcefulness, imagination, adaptability, and a great sense of humour.

### **Tips for living (and surviving) at Sörve:**

1. Realise that the job of a Leader involves long hours and constant responsibility and enjoy the challenge this represents.
2. Make sure that you understand your responsibilities and duties.
3. Take good care of your health – you will need your sleep and strength.
4. Always remember why you are a leader at Sörve – to help, guide and instruct so that camp is a fun, safe and rewarding experience for the Campers.

**A Sörve Leader is a role model who leads and interacts with Campers at Sörve.**

**A Sörve Leader is an active member of the Leadership Group, counted on to pitch in and help Sörve run smoothly.**



## Code of Conduct

In 2011 a nominated subcommittee of members of Sörve Söbrad developed the 'Policy on Promoting Positive Behaviour at Sörve'. The policy in full can be found on our website [www.sorve.org.au](http://www.sorve.org.au). The policy was accepted unanimously by the committee on behalf of Sörve Söbrad and includes the following Code of Conduct:

This Code of Conduct is expected of all Leaders and Adults who work within, or visit the Sörve community, recognising that they provide a positive role model at all times. Leaders and Adults should act responsibly and exercise a "duty of care" to all members.

It is expected that:

1. Leaders and Adults respect the rights, dignity and worth of themselves and others.
2. Leaders and Adults act with consideration and good judgement in all interpersonal relationships.
3. Leaders and Adults demonstrate a high degree of individual responsibility, especially when dealing with people under the age of 18; Leaders' and Adults' words and actions are an example to other members of the community.
4. Leaders and Adults will not promote their own personal beliefs, behaviours and practices if they conflict with the values of Sörve.
5. Leaders and Adults, for their own protection, should avoid unaccompanied and unobserved activities with persons less than 18 years of age. It is recognised that in certain circumstances it may be necessary for a Leader or Adult, whilst acting responsibly and exercising his or her "duty of care", to be alone with a youth member.
6. Leaders and Adults will endeavour to provide a safe environment as they manage and participate in Sörve activities.
7. Leaders and Adults accept that bullying, physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any member of the Sörve community.
8. Leaders and Adults must report to the Camp Leader any conduct seen or heard that does not comply with this "Code of Conduct".
9. Leaders and Adults are to act with professionalism and accept responsibility for their actions, including legal ramifications as set out by NSW legal system.
10. Leaders and Adults agree to abide by the Child Protection (Prohibited Employment) Act 1998.
11. Leaders and Adults respect the right to personal privacy and confidentiality unless it poses a risk to an individual or others.
12. Leaders and Adults abide by Sörve rules and are expected to maintain the Sörve name.
13. Leaders support their fellow Leaders and uphold the commitment of being a Sörve leader.

If a breach of this Code of Conduct occurs, the issue will be documented and discussed in consultation with the Camp Leader and representatives of the Sörve Söbrad Committee.





## Selection Criteria

The Sörve Söbrad Parents Committee will invite the successful applicants to the positions of Camp Leader and Assistant Camp Leader for Sörve 2024.

The Sörve Camp Leader and Assistant Camp Leader together with the Sörve Söbrad Parents Committee President decide on the composition of the Leadership Group. The following key points are taken into consideration to ensure the selection of the Leadership Group is conducted in as much as practical through a fair and transparent process. The Sörve Söbrad Parents Committee will accept the final composition of the Leadership Group to ensure compliance with our Constitution and insurance policy requirements. It is in the best interests of the Sörve Söbrad Parents Committee that all potential Leaders are given the opportunity to be involved in the Leadership Group.

1. The selection of Leaders takes into consideration the people who indicate that they are able to attend Leaders meetings and attend Sörve fulltime.
2. The final Leadership Group will be confirmed before the leaders' weekend meeting (LM2). If there are any adjustments to be made (as stated in point 4 below), additional Leaders may be drawn from a reserve list. All Leaders MUST complete the NSW government forms.
3. It is compulsory for all Leaders to attend AT LEAST four of the five meetings held through the year. If a Leader does not attend four of the five meetings, the Committee, in consultation with the Camp Leader, will reassess their suitability, taking into consideration the reasons given. A decision will then be made as to whether they can be accommodated in the Sörve Leadership Group. NOTE: THE WEEKEND MEETING IS COMPULSORY FOR ALL LEADERS.  
*As Camp Leader or Camp Assistant Leader it is expected that you attend all meetings.*
4. Young adults and those over the age of 18 who have completed camp as a Camper are encouraged to have the next year at Sörve as a 'gap year'. Two options are offered as a transition to a future leadership role. A role on the Media Team or to attend as an adult, participate in the adult program and roster, help on a day-to-day basis, be on the reserve list and a reduction in the registration cost may be offered. Should an Assistant Leader position/s become available it will be filled by an equitable draw i.e. name drawn from a hat. An Assistant Leader position is held for a minimum of two years.
5. When Leaders are selected the following points are taken into consideration:
  - a. Expression of Interest (EOI) has been fully completed and returned by the due date
  - b. Leaders meetings required are attended
  - c. Previous camp fees paid and next camp fees paid by the due date i.e. LM3
6. Supporting Sörve Söbrad fundraising events. This can include organising an event, taking part in organized events or donating prizes/gifts/money. Interstate Leaders in particular are encouraged to organise events in their state and donate some of their profits to Sörve Söbrad.
7. Spoken Estonian language.

NOTE: The committee recognises a degree of flexibility in complying with the above points during their consideration for appointments.



## **Application Form**

The application form (found on the website) is to be completed by anyone who would like to apply to be Camp Leader or Assistant Camp Leader for Sõrve 2024.

This questionnaire will assist us in compiling important information regarding the skills, attributes and involvement within the Estonian community of our potential leaders and will help with the planning of camp activities.

A standardised referee questionnaire is also attached and is considered to be a part of the selection process. This form needs to be given to a person in your life that is able to provide us with an independent view of your capacity and capability to be considered as Camp Leader or Assistant Camp Leader. If you have previously been part of the Leadership Group and have forwarded a completed referee questionnaire please note this accordingly in your Expression of Interest.

**Being a part of the Sõrve Leadership Group requires a lot of hard work and dedication. You will find this is a rewarding experience if you are prepared to make the effort. You will be constantly on the move, probably have less sleep than what you are used to. However we expect that you will still maintain composure and the ability to make sensible quick decisions.**

All Expressions of Interest (EOI) must be received by:

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(Late applications will not be considered)

Barbara Howard Kalamäe, Secretary Sõrve Sõbrad

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