

**SÕRVE – SEE OLEMEGI MEIE!**

**LEADER**

**INFORMATION PACK**

Sõrve 2017 Juhtkond

 *Sõrve 2017 Leadership Group*

[*http://sorve.org.au*](http://sorve.org.au)

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

**5.00pm Sunday 10th July 2016**

**(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

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

Imbi Semmelweis, President

Taimi Maidla, Leader Liaison

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# History

Sõrve Sõbrad 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 Sõrve.

# Scope

Each year the positions on the Leadership Group become vacant and Sõrve Sõbrad applies this EOI process to compile a list of eligible Leaders for the forthcoming Sõrve. Although there are a limited number of positions available on the Sõrve 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 Sõrve. Sõrve Sõbrad is a volunteer organisation and like all similar organisations your positive input and experience is welcomed.

# Roles

If you are between the ages of 18 to 25 years old and have just completed your final year at High School the following options to attend Sõrve this year are available.

* Young Adult - paying full adult fee abiding by the Code of Conduct, with a planned activity schedule, with some inclusion within the leadership group if requested or required.
* 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.

Sõrve Sõbrad 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

Sõrve 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 Sõrve 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 Sõrve Sõbrad aims to utilise these individual and collective skills to the best effect. If selected as a Leader, Assistant Leader or as part of the Media Team, you are encouraged to participate in three planning, information and training sessions prior to Sõrve Summer Camp. These sessions include safety briefings, planning of Sõrve camp activities, team building and brainstorming sessions. One of the sessions will be held over a weekend.

COMPULSORY MEETING DATES FOR 2016:

* LM1: Friday 22 July 2016 (EESTI MAJA, SYDNEY)
* LM2: 17-18 September 2016 (Weekend Meeting/Time - TBC)
* LM3: Friday 4 November 2016 (EESTI MAJA, SYDNEY)
* LM4: 4 December 2016 (EESTI MAJA, SYDNEY)
* POST CAMP Debrief meeting: Sunday 12th February 2017 (EESTI MAJA, SYDNEY)

Sõrve Sõbrad 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 Sõrve 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 all Campers. You lead them, help and comfort them; you see they get the most out of their Sõrve 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 Sõrve:**

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 Sõrve – to help, guide and instruct so that camp is a fun, safe and rewarding experience for the Campers.

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

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

# Code of Conduct

In 2011 a nominated subcommittee of members of Sõrve Sõbrad developed the ‘Policy on Promoting Positive Behaviour at Sõrve’. 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 Sõrve Sõbrad and includes the following Code of Conduct:

This Code of Conduct is expected of all Leaders and Adults who work within, or visit the Sõrve 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 Sõrve.
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 Sõrve 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 Sõrve 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 Sõrve rules and are expected to maintain the Sõrve name.
13. Leaders support their fellow Leaders and uphold the commitment of being a Sõrve 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 Sõrve Sõbrad Committee.

# Selection Criteria

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 Sõrve Sõbrad Parents Committee will decide the final composition of the Leadership Group in consultation with the Camp Leader to ensure compliance with our Constitution and insurance policy requirements. It is in the best interests of the Sõrve Sõbrad 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 Leader’s meetings and attend Sõrve 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 two of the three meetings held through the year. If a Leader does not attend two of the three meetings, the Committee, in consultation with the Camper 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 Sõrve Leadership Group. NOTE: THE WEEKEND MEETING IS COMPULSORY FOR ALL LEADERS.
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 Sõrve as a ‘gap year’. Two options are offered as a transition to a future Leadership Group 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
	1. Expression of Interest (EOI) has been fully completed and returned by the due date
	2. Leaders meetings required are attended
	3. Previous camp fees paid and next camp fees paid by the due date i.e.LM3
6. Supporting Sõrve Sõbrad 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 Sõrve Sõbrad.

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

# Application Form

To apply to be a part of the Leadership Group potential Leaders must complete the EOI application form and provide relevant details about their skills, experience and involvement within the Estonian community. This questionnaire will assist us in compiling important information regarding the skills and attributes 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 part of the Leadership Group for Sõrve. 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 a rewarding experience if you are prepared to make the effort. You will be involved in every assigned group activity, you will be constantly on the move, and 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.**

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