



Camp Leadership Group Role Descriptions:

Camp Leader:

Leads and manages the leadership team.
Mentor and support for all leaders.
Responsible for allocating, planning and running activities.
Ensures all camp participants adhere to the Code of Conduct and reports significant issues back to the Committee.
Attend parent orientation.
Ülevaatus tally.
Plans and runs Flag raising, Flag Lowering and Opening and Closing campfires.
Allocates roles and responsibilities to other leaders as well as allocating huts.
Involved in choosing leaders once EOI's have been submitted.
Organises and runs Leader meetings throughout the year.
Organises the basic plan for the week with committee.
Ensure guidelines set by Sport & Rec. Staff are followed.
Liaises with Point Wolstoncroft Staff in collaboration with the Camp Registrar.
Direct contact for camp and leadership issues.
Responsible for the safety of all participants at Sörve.
Keep a strong and visible presence throughout Sörve.
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:

Works directly with Camp Leader in relation to planning and allocations.
Mentors junior leaders.
Ensures all leaders and children adhere to the code of conduct.
Planning and running flag raising and campfires with Camp Leader.
Creates and implements Rest Period rosters.
Keep a strong and visible presence throughout Sörve.
Spend time daily roaming and monitoring all camp activities.
Assist Komandant in executive duties including curfew management and disciplinary matters.
Ensure AACS (Activity, Aim, Checklist, Safety) forms are completed for all activities.
Perform the role of Camp Leader should the need arise.
*Hut Allocation is numbers/preference dependent

Komandant:

Announcements before mealtimes.
Curfew management.
Allocation of tasks to Leaders.
Liaise with Sport & Rec &/or kitchen staff on special meals (BBQ, Spit, Camping) requirements and timing.
Liaise with ALO and parent helpers in the kitchen and regarding meal times.
First up in the morning – first whistle, wake juhü.
Keeps camp running on time.



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

Organises serving allocations and runs meal times.

Organises KP system.

Manage lost property.

Ensures all leaders and children adhere to the code of conduct.

Liaises with the camp leader to deal with issues arising during camp.

*Hut Allocation is numbers/preference dependent

Roster Leader:

Liaise with Leader Liaison prior to Sörve in order to schedule Sport & Rec. staff for instructor sports.

Liaise with Sport & Rec. staff during Sörve for instructor sports.

Juhide Allocation Rosters- sport activities, lifeguard, exercise, inspection, rest period supervision, cleaning the juhide tare.

Ensure sports equipment required is at camp.

Organise spordi grupp.

Update daily activity schedule in Estonian on the whiteboard in söögisaal before breakfast daily.

Announce results of sports activities at Lipuheiskamine.

Responsible for spordi grupp lanyards – updating, handing out & collecting.

Main whistle during sport activities.

Spordi grupp competition tally.

Forward sporting results to Sosin.

Update juhid at nightly meetings.

Responsible for creating and allocating the sports and activities roster.

Develop sports program within the activity schedule.

Ensure sports program runs to schedule.

Ensure planned sports activities have adequate leaders.

Organise any equipment required prior to camp.

Allocates and is responsible for Walkie Talkies.

*Hut Allocation is numbers/preference dependent

Käsitöö Leader:

Responsible for creating an art/craft activity for both A Group and B Group.

Responsible for keeping the Käsitöö room clean and tidy.

Liaises with Roster leader with time allocations for Käsitöö activities.

Have examples of activities ready for camp.

C-Group/F-Troop Leader:

Plans and carries out C-Group activities for the week of camp.

Works with Roster Leader and Camp Leader in regards to when C Group can be included in camp activities.

Responsible for a song/dance for the Cultural Afternoon (With parent and adult assistance).

Responsible for keeping C Group entertained for 1-2 hours per day.

*Hut Allocation is numbers/preference dependent



Media:

Responsible for having a readymade and edited copy of the daily Sosin ready by breakfast.
Responsible for publishing and distributing at lunch time.
Must be proactive in finding source material for the publication through leaders, campers and adults.

Hut Leader:

Ensures the safety of all children and that the camp code of conduct is adhered to.
Ensures children are ready for their daily activities, working together with co-leader.
Communicate with Camp Leader on potential issues and issues that have arisen and been dealt with.
Facilitates children getting along with each other and their enjoyment and participation.
Participate in sports and activities with the children.
Maintain open communication with other members of the leadership team.
Proactively guiding and assisting other leaders.

Junior Leader:

Watch and learn from experienced leaders.
Perform tasks as assigned by Hut Leader and Camp Leaders.
Participate and ask lots of questions.
Speak to the Assistant Camp Leader or Camp Leader for guidance.
Bring new ideas to the team and be confident to share these thoughts and opinions.
Develop your leadership skills by taking responsibility for camper welfare and adherence to camp rules and the Code of Conduct.