

Camp Co-ordinator

Before Camp

- Final responsibility for all that happens at camp
- Organise & Run team meetings before camp
- Secretary – minutes
- Appoint Assistant Directors - Responsibilities
- Training of team members
- **Emergency** – everyone knows what to do
 - Risk management – perceived risk and real risk
 - Look into getting Swimming medallion
 - Brought phone card to ring out
(If at Banatjarl - behind public phone, the house has a phone
- break in if needed - no mobile coverage)
- Maintain camp records and accounts.
Oversee Finances (work out costing of camp)
- Oversee registration (with delegation happen as part of this).
- **Communication**
 - Does dates line up with Israel camp again? Hear back from Deb
 - What does it mean to come under Scripture Union? (insuranc)
 - Keep in contact with Roper Region camp, maybe doing same theme
 - Pass on any prayer points from Kathleen to prayer partners
 - Co-ordinate Non-indigenous team - Rosters
 - T-shirts

Before - Organise Preparation of Materials

- Baibul Taim
 - Book to go with the theme?
 - Small Group Activities - give out each day - buy folders and can put in the activity sheet as they do it. The leaders keep these folders and then on the last day they can take home.
 - Are we ordering Kriol Bibles to give out to campers?
- Oversee the process of the info from the camp booklet has been completed (work with Mavis on this)
 - Buy large Calico to write rules up

- Song on word sheets during the day (hand out and collect after worship)
- Program on A3 paper and several copies
- Put song words on Powerpoint - at night

(do work on this as a group with Manyllaluk/Barunga mob with a team visiting)

- Follow up Materials for Youth Group

Print out:

- Evaluation Sheets
- DVD - Ordering a copy of Yangbala Kemp DVD
- Make sign for the different areas
- And others

Organise/Buy

- Connection for trailer
- connection for DVD & speakers
- Pick up key from Rebecca - if at Banatjral

At Camp

Orderlies Leader (Leaders)

- Ensure all campers on duty are present.
- Ensure all campers on duty have covered shoes on before the meal.
- Liaise with kitchen staff regarding duties.
- Lead by example and make sure you are the last to depart.

After camp

- AuSil

AIM/Goal

Indigenous leaders

Number of youth

What worked well, what didn't work well
(useful for other sto see and use)

Scripture Union

(if we go under them)

- Start planning for next year based on post-camp evaluation meeting.