

# ROLE AND RESPONSIBILITIES OF LEADERS

Parents give permission for their children to travel accompanied by a named leader, who is expected to provide supervision and care for participants during travel and throughout the Programme.

Leaders must participate in training to prepare them for their role and must apply the principles taught in this training to the Programme.

Leaders have specific responsibilities for the travel arrangements and preparation of a delegation prior to leaving for a Programme.

Leaders are also expected to support the Programme staff/LIC and actively participate in Programme activities. Leaders also have some responsibility for planning and running educational activities during the Programme.

## Role and Responsibilities of a Summer Camp Leader

### Administration

- Plan for travel, passports and visas as soon as possible or at least 8 weeks prior to travel (b)
- Arrange travel & health insurance, vaccinations, medications/prescriptions (including glasses), money, small home stay gifts for host families (b)
- Determine with parents the amount and possible use of an emergency fund (pocket money should follow guidelines set by the camp staff) (b)
- [Health Form](#), [Legal \(YLIF, ALIF\)](#) must be completed, copied and taken to the camp
- Be aware of role of parent substitute and friend who takes full responsibility of the youth during the whole Programme, including travel to and from the Summer Camp (**leader should phone parents upon arrival in the host country**) (d)
- Complete evaluations (d,a)
- Return extra funds and collect debts from parents. Show expenses! (receipts and bills) (a)

### Educational content & Training

- Participate in leadership training in your home nation/chapter (b)
- Discuss the camp theme, gather and facilitate the youth in preparing activities related to the camp theme to use at the camp or any activities and presentations outlined in the pre-camp information (b)
- Train the delegates in how to create and plan activities (b)
- Work with the delegation to develop an understanding of the camp theme to plan the cultural activity and develop materials that they will use when at the camp (b,d)
- Encourage the youth to develop leadership skills through participation in camp planning (b,d)
- Encourage involvement in CISV activities and assist leadership training (a)



## Communication & Assistance

- Introduce families to CISV goals and philosophy (b)
- Meet with individual families and get to know each delegate (b)
- Ensure the delegates understand their role at the camp; set expectations (b)
- Explain to the delegates how all their clothing should be labeled with name and country (b)
- Respond to pre-camp information giving feedback to the staff (b)
- Keep constant communication with the Programme contact person or the Programme director (b)
  - Information on the following should also be included: special diets, health restrictions, religions (religious services needed).
  - Notify host country of travel information and if necessary make request for hospitality before and/or after camp
- Provide practical help with handling money, health and laundry (d)
- Support delegates to settle in at the Summer Camp and mingle with other participants (d)
- Facilitate and help the youth in planning and leading the Summer Camp activities (d)
- Evaluate and discuss problems with others and try to understand others (d)
- Assist delegates with the re-entry process (a)
- Contact/meet delegation several times and send greetings to other delegations (a)

## Practical responsibilities

- Plan daily delegation times and make sure to debrief the camp (watch for homesickness) (d)
- Keep mentally and physically fit (**get enough rest!!**) (d)
- Take active part in Leaders meetings (d)
- Take active part in all camp activities, including Camp Meetings (d)
- Participate in social life at the Summer Camp (d)
- Respect Summer Camp Programme and timetable (**be on time!!**), be a generally good role model (d)
- Respect others' feelings and customs, keeping in mind the host country and their customs (d)
- Participate in daily evaluation of the camp Programme (d)