



## Overview of the Role

The Camp Staff play a key role in the set-up of our programmes. They are responsible for guiding delegates through their participation in the CISV programme, supporting the appropriately so they can achieve the objectives they set for themselves through the programme goals and indicators. Staff will guide and supervise participants when needed, and either run or support running of the camp activities so that participants can enjoy a safe, inclusive, productive and aligned with the educational values of our organisation programme experience.

The Camp Staff team members need to stay in constant contact with the Local Chapter, supervise participants when they are conducting programme-related tasks, and establish authority to ensure the safety of everyone present at all times.

## Key Responsibilities and Tasks

### *Before the programme*

- When the program is assigned, read the guide and know the elements
- Understand and follow CISV's educational purpose and complete all necessary training
- Create and distribute the Pre-camp information packages with the other staff team members, ensuring that deadlines are respected
- Identify and map out nearby hospitals, banks, and key suppliers.
- Plan programme activities including excursions, Open Day, and external guest visits
- Assign responsibilities and division of work
- Understand security processes and guidelines
- Have ongoing communication with the staff team and the participants
- Establish early contact with the assigned Programme Advisor. Clarify roles, expectations, and communication channels (e.g., email, messaging, regular check-ins).
- Encourage and supervise teams to work in a unified, respectful, and productive way
- Participate in online meetings with the staff team that will attend the program to get to know each other and prepare for the camp
- Participate in the Pre-Camp days for the staff team

### **During the programme**

- Ensure that the camp programme is conducted in accordance with CISV policies and procedures
- Ensure that participants are aware of their roles and responsibilities with regard to supporting the successful delivery of the programme, including rules, behaviour, logistics, finances, first aid, incidents, and development
- Encourage and supervise the team to work in a unified, respectful, and productive way.
- Maintain open communication with the Programme Advisor during the programme when necessary.
- Ensure that risk/hazard identification and assessment practices are in place and utilized, and that identified risk mitigation actions are properly implemented.
- Accompany leaders and/or participants to medical visits if needed and ensure quick access to hospitals, banks, or suppliers when necessary.
- Participate in activities, when possible.
- Supervise and define the excursion and impact day location with the Chapter.
- Maintain communication with the Chapter, the Risk Manager, the on-call doctor, or the on-call psychologist to be able to support any health situations among participants

- Help participants with meal preparation that respects the dietary restrictions and preferences of all participants.
- Attend camp meetings and help make decisions that benefit the camp as a team.

### **After the program**

- Complete and submit the programme evaluation and other reports as required
- Provide feedback to the Chapter about the camp and the campsite.
- Participate in the post-camp day together with the staff
- Share final reflections and feedback with the Programme Advisor, especially on elements that may support broader learning or improvements across CISV.

### **Time commitment**

Must be available to attend 4 days before the camp starts, the camp duration, and 1 day after the camp ends, as well as for necessary training before the camp.

### **Working relationships**

Work with Camp Director, the staff team, programme delegates, local programme committee, key camp contacts (e.g. campsite, excursions, insurance), and key National and International contacts (e.g. programme coordinator, risk manager).

### **Reporting structure**

This role should be under the oversight of either the Chapter volunteers or/and the Camp Director.

### **Key Competencies**

#### *Attitude:*

- **Friendship:** finds common bond and is kind to others; displays positive communication, empathy and openness to new perspectives
- **Cooperation:** works together and supports others towards the common goal; is supportive, goal-oriented, respectful to other contributions and accountable
- **Enthusiasm:** brings energy and passion to everything we do; is motivated, has a positive attitude, demonstrates self-care and creativity
- **Engaged:** shows up, participates, and learns with a positive attitude; is committed and approachable, proactive, available, prepared, and reliable.
- **Inclusive:** is open, accepts and respects others; creates a safe and inclusive environment for all, actively seeks diversity and appreciates other perspectives

#### *Skills:*

- Excellent communication skills and interpersonal skills, including a sufficient level of verbal and written English to be able to understand all documents and communicate comfortably.
- Ability to resolve issues and conflicts with sound judgment
- Ability to assess potential risks proactively and implement appropriate preventive measures
- Child Development and Care skills (basic/intermediate)
- Ability to plan education activities and lead the education process

#### *Knowledge of:*

- Understanding of CISV's mission, vision and values
- High awareness of Diversity, Equality, Inclusion and Belonging
- Understanding of Health and Safety and Safeguarding regulations and approaches

*Experience of:*

- Working with children and creating positive educational experiences
- Experience with CISV activity planning and content
- Previous experience in camp leadership, youth development, or education.
- Experience managing crises and stress handling
- Previous experience of the CISV programme is desirable

### Required training

Relevant training (either via face-to-face, virtual, documents such as policies, procedures and guidelines, etc.) will be provided during the onboarding process and throughout the process of volunteering, to ensure that the role holder is confident and competent to perform in their role. This may include:

- Essentials of Peace Education
- Risk Management and Safeguarding
- Relevant programme training

### Other requirements

- Recruitment and safety checks
- Volunteer Agreement and Code of Conduct
- Driving licence is desirable but not essential for every member of the staff team