



STAFF GUIDELINES

In working toward an integrated society in Northern Ireland, we seek qualified, enthusiastic leaders who love to work with young people. The staff will represent their countries and our organization in the best possible light at all times – both during and outside of camp. This will be reflected in our speech, mutual respect, dress, and a professional approach to all social media.

In each country, early responsibilities will include at least one orientation which we hope you can attend, unless providentially hindered. American staff will check into their housing in Belfast on Friday, August 7, to be rested and ready for the mandatory orientation day for all staff on Saturday, August 8. Camp will run Monday, August 10 through Friday, August 14.

Staff shirts must be worn each day of camp. If you are a new staff member, you will be provided with two shirts. All staff are welcome to purchase more. For leaders not in sports - jeans, slacks, capris or shorts that come to at least mid-thigh will be acceptable leadership apparel.

JOB DESCRIPTIONS

EXECUTIVE PRODUCERS

The Executive Producers will have oversight of all camp operations throughout the year; this includes: facilities arrangements, camp structure, scheduling, creation of staff rotas, email contact with parents, distribution of promotional material, equipment and supplies provision, and staff oversight.

CAMP ADMINISTRATORS

One NI and one American. Responsible to the Executive Producers, will: · assist the NI Executive Producer with administration throughout the year · responsible for collecting any monies and operation of petty cash · coordinate and lead registration · assist with oversight of the day to day operations of the camp · monitor staff rotas · run off campus errands, as needed

LOCATION MANAGER

There will be one Location Manager, who is a current member of Lagan staff. The Location Manager has oversight of the day-to-day running of the camp, including coordinating with Directors in all activities.

MEDIA & ACTIVITY DIRECTOR

This individual will be responsible for coordinating the camp-wide and family-focused activities. As Media Director, this staff member will work with the Media Production Team to ensure documentation of the camp throughout the week.

CRAFT DIRECTOR (CDT)

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and will oversee preparation, production and clean up and supervise Assistant Director(s). Campers will have the opportunity to undertake a project which will involve the realization of their design through developing skills in the workshop.

Essential criteria: · UK qualified technology & design teacher, or in fourth year of teacher education (BEd or equivalent), or working towards a PGCE. · Hold relevant certificates for operating machinery in the workshop · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

CULINARY ARTS DIRECTORS

Each Director is responsible for the implementing the menu created by the Culinary Arts Coordinator and will oversee preparation, production and clean up, as well as directly supervise the Assistant Director(s).

Essential criteria: · Current Food Hygiene Certificate (or equivalent) · Experience in food preparation · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · Management of others in the food industry · First Aid qualification

DANCE DIRECTORS

<POSITION FILLED>

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). The Dance Directors will also lead the morning energizers each day. Campers will experience a variety of dance styles in Activities A, B and C.

Essential criteria: · Must be a certified dance instructor · Minimum age 21 years · Experience of teaching young people

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

DIGITAL ART DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will experience creating computer-based art projects, while building a foundation with industry-standard graphic arts software.

Essential criteria: · Experience of teaching digital art or a relevant qualification · Minimum age 21 years · Experience of teaching young people · Working knowledge of Adobe Photoshop

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

DRAMA DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s).

Campers will experience a variety of teaching methods, such as theatre games, mime, improvisation and readers' theatre.

Essential criteria: · Experience teaching drama to young people or a relevant qualification · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

VISUAL ART DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will experience a variety of art mediums.

Essential criteria: · Experience of teaching visual arts to young people or a relevant qualification · Experience of teaching young people · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

MUSIC DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will experience aspects of music at a basic level. Campers will have an opportunity to choose from guitar, voice and drums.

Essential criteria: · Experience of teaching music to young people or a relevant qualification · Experience of teaching young people · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

BASKETBALL DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will be instructed in the basic skills of basketball.

Essential criteria: · Experience in coaching young people · Minimum age 21 years

Desirable criteria: · Relevant coaching qualifications · Previous experience of working at Camp Camilla · First Aid qualification

NETBALL DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will be instructed in the basic skills of Net Ball.

Essential criteria: · Experience in coaching young people · Minimum age 21 years

Desirable criteria: · Relevant coaching qualifications · Previous experience of working at Camp Camilla · First Aid qualification

TEAM GAMES DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s).

Essential criteria: · Experience in coaching young people · Minimum age 21 years

Desirable criteria: · Relevant coaching qualifications · Previous experience of working at Camp Camilla · First Aid qualification

TENNIS DIRECTOR

Plan age appropriate activities which support the camp theme. Will be required to provide activity plans, including resources, and supervise Assistant Director(s). Campers will be instructed in the basic skills of tennis.

Essential criteria: · Experience in coaching young people · Minimum age 21 years

Desirable criteria: · Relevant coaching qualifications · Previous experience of working at Camp Camilla ·

First Aid qualification

MEDIA PRODUCTION

Under the direction of the Media Director, will be responsible for documenting the camp throughout the week through photography, filming of events and interviews with campers, staff and parents. Will produce a daily visual recap that will run at the beginning of each morning session as campers gather and a video which captures the highlights of the camp. Will supervise Assistant Director(s).

Essential criteria: · Relevant experience · Minimum age 21 years

Desirable criteria: · Previous experience of working at Camp Camilla · First Aid qualification

ASSISTANT DIRECTORS

Assistant Directors must, generally, have reached 16 years of age by the end of June 2019. These young people will have demonstrated leadership skills in their current school or youth organization.

Working under the leadership of a Director, Assistant Directors will provide support in all activities in the assigned area. They will also supervise campers during morning break and lunch and ensure that all areas are left clean and tidy.

The number of positions available will be based on camp enrollment.