



## **Camp Camilla Staff Guidelines**

In working toward an integrated society in Northern Ireland, we seek qualified, enthusiastic leaders who love 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, dress, and professional approach to all social media.

In each country, early responsibilities will include at least one orientation which you are expected to attend, unless providentially hindered. American staff will check into their housing in Belfast on Friday, August 4, to be rested and ready for the mandatory orientation day for all staff on Saturday, August 5. Camp will run Monday, August 7 through Friday, August 11.

Staff shirts will be worn each day of camp. You will be provided with two and are welcome to purchase more. For leaders not in sports - jeans, slacks, capris or shorts that come mid-thigh will be acceptable.

## **Job Descriptions**

### **Executive Producer(s)**

The Executive Producer will have oversight of all camp operations throughout the year; this includes: facilities arrangements, camp structure, scheduling, distribution of promotional material, equipment and supplies provision, and staff oversight.

### **Camp Administrator**

Responsible to the Executive Producers, will:

- assist the NI Executive Producer with administration throughout the year
- coordinate and lead registration
- be in charge of petty cash
- create and monitor staff rotas
- communicate with parents by email prior to the camp
- assist with oversight of the day to day operations of the camp
- monitor camp inventory
- run off campus errands, as needed

### **Arts Coordinator**

Responsible for coordinating dance, drama, media, music, stage make-up and visual arts, ensuring that the camp theme permeates all activities.

Work with the Directors in the above areas to provide lesson plans, including the resources required for the activities.

The Arts Coordinator will also direct the closing showcase and will have oversight of the daily visual recap and closing showcase videos.

### **Dance Director**

In liaison with the Arts Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will experience a variety of dance styles in Activities A, B and C.

Under the direction of the Arts Coordinator, will be required to contribute, in Activity D, to preparing campers for the closing showcase.

Must be a certified dance instructor.

### **Drama Director**

In liaison with the Arts Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson 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.

Must have experience teaching drama to young people.

### **Music Director**

In liaison with the Arts Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will experience both instrumental and vocal music in activities A, B and C.

Under the direction of the Arts Coordinator, will be required to contribute, in Activity D, to preparing campers for the closing showcase.

Must have experience teaching music to young people.

### **Stage Make-up Director**

In liaison with the Arts Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will explore classic Greek, character, and special effects makeup.

Under the direction of the Arts Coordinator, you may be required to contribute, in Activity D, to preparing campers for the closing showcase.

Must have experience of performance make-up and of teaching young people.

### **Visual Arts Director**

In liaison with the Arts Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will experience a variety of art mediums.

Under the direction of the Arts Coordinator, you may be required to contribute, in Activity D, to the closing showcase.

Must have experience teaching visual arts to young people.

### **Media Production**

Under the direction of the Arts Coordinator, 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 create fundraising and promotional videos for the following year.

### **Tech Coordinator**

Responsible for coordinating culinary arts, technology & design and science, ensuring that the camp theme permeates all activities.

Work with the Directors in the above areas, to provide lesson plans, including the resources, for the activities.

### **Culinary Arts Director**

In liaison with the Tech Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including ingredients and equipment, and will oversee preparation, production and clean up and supervise Assistant Director(s).

Campers will experience a variety of cooking styles and will have the opportunity to compete in a Bake Off on day 4.

Culinary Arts Director will also be responsible for the organization of, provision and set up of tray bakes, iced tea and juice for the closing showcase, and for clearing up afterwards. Director and Assistant Director(s) will prepare tray bakes, etc. on the morning of day 5.

Must have experience in food preparation and hold current Food Hygiene Certificate (or equivalent). Management of others in the food industry is preferred.

### **Science Director**

In liaison with the Tech Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and will oversee preparation, production and clean up and supervise Assistant Director(s).

In summer science, campers will discover the magic of the world around them, in hands-on experiments, with potions and smelly gases and even flying objects!

Must be a (UK) qualified science teacher, or fourth year of teacher education (BEd or equivalent), or working towards a PGCE.

### **Technology & Design Director**

In liaison with the Tech Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson 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.

Must be a (UK) qualified technology & design teacher, or in fourth year of teacher education (BEd or equivalent), or working towards a PGCE.

### **Sports Coordinator**

Responsible for coordinating basketball, golf, soccer and tennis, ensuring that the camp theme permeates all activities.

Work with the Directors in these areas, to provide lesson plans, including the resources, for the activities.

The Sports Coordinator will also set, schedule and coordinate matches in basketball, soccer and tennis.

### **Basketball Director**

In liaison with the Sports Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will be instructed in the basic skills of basketball.

Experience in coaching young people is essential.

### **Golf Director**

In liaison with the Sports Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will receive instruction on swing, short game, bunker play, chipping and putting.

Must be a certified golf professional.

### **Soccer Director**

In liaison with the Sports Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will be instructed in the basic skills of soccer.

Experience in coaching young people is essential.

### **Tennis Director**

In liaison with the Sports Coordinator, plan age appropriate activities which support the camp theme. Will be required to provide lesson plans, including resources, and supervise Assistant Director(s).

Campers will be instructed in the basic skills of tennis.

Experience in coaching young people is essential.

### **Assistant Director**

Assistant Directors must, generally, have reached 16 years of age by the end of June 2017. 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 enrolment.