



## **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, 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 3, to be rested and ready for the mandatory orientation day for all staff on Saturday, August 4. Camp will run Monday, August 6 through Friday, August 10.

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 mid-thigh will be acceptable.

## **JOB DESCRIPTIONS**

### **Executive Producers**

#### **<POSITIONS FILLED>**

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**

#### **<POSITIONS FILLED>**

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 Managers**

#### **<POSITIONS FILLED>**

There will be two Location Managers, one a member of Lagan staff and one from US staff. Location managers have oversight of the day-to-day running of the camp, including coordinating with Directors in all activities.

### **Activity D and Media Director**

#### **<POSITION FILLED>**

The Activity D Director will be responsible for coordinating the whole camp activities each afternoon/evening, including an American Family Night. As Media Director will work with the Media Production Team to ensure documenting of the camp throughout the week.

## **Craft Director**

### **<POSITION FILLED>**

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**

Plan age appropriate activities which support the camp theme. Will be required to provide activity 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, with an emphasis on American food, and will have the opportunity to compete in a Bake Off on day 5.

Culinary Arts Directors will also be responsible for coordinating the burgers and hot dogs for the American Family Night and the organization of, provision and set up of tray bakes, iced tea and juice for Coffee Cup and for clearing up afterwards.

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 Director**

### **<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 Director 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**

### **<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). 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

## **Makeup Artistry Director**

### **<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). Campers will explore classical, character, and special effects makeup.

Essential criteria:

- Experience of makeup application
- Experience of teaching young people
- Minimum age 21 years

Desirable criteria:

- Previous experience of working at Camp Camilla
- First Aid qualification

## **Visual Arts Director**

### **<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). 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

### **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

### **Golf Director**

**<POSITION FILLED>**

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.

Essential criteria:

- Certified golf professional
- Experience in coaching young people
- Minimum age 21 years

Desirable criteria:

- Previous experience of working at Camp Camilla
- First Aid qualification

### **Soccer Director**

**<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). Campers will be instructed in the basic skills of soccer.

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**

**<POSITION FILLED>**

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 2018. 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.