

Seminar Camp Programme Director Role Profile

Overview of the Role

Being the Programme Director of a Seminar Camp means being someone who can demonstrate their authority in a close and empathetic manner, while ensuring that rules are followed and group limits are respected. It may not be a particularly prominent role at first glance within the Staff group, but it will be the figure that coordinates, evaluates, and guides all attendees so that the objectives set by everyone are achieved during the 3-week duration of a Seminar Camp.

The Seminar Camp Director role is for individuals who enjoy challenges and experiences with a greater amount of content, actively participating in educational processes and decision-making as part of the group. It will also be a key role in dividing Staff responsibilities, training participants upon their arrival at the camp, in internal and external communications, and in preparing strategies to coordinate all camp processes.

Key Responsibilities and Tasks

- Ensure that the camp programme is conducted in accordance with CISV policies and procedures, with particular focus on safeguarding.
- Understand and follow CISV's educational purpose and complete all necessary training.
- Manage staff responsibilities, personalities, and division of work.
- Coordinate with chapter programme committee and risk manager to complete and review required checklists.
- Create and distribute programme pre-camps, ensuring that deadlines are respected.
- Ensure that required forms from all participants, leaders and staff have been reviewed and that necessary information has been extracted and shared with appropriate staff.
- Encourage and supervise teams to work in a unified, respectful, and productive way.
- Make sure you maintain your health and integrity as well as that of the participants.
- Ensure that risk/hazard identification and assessment practices are in place and utilized, and that identified risk mitigation actions are properly implemented.
- Report any act that goes against CISV's policies or procedures and/or that threatens the well-being of any person who attends the camp.
- Participate in activities, when possible.

Key Competencies

Attitudes and Behaviours

- Clearly understands CISV's mission and demonstrates a commitment to it.



- Engaged - shows up, participates, and learns with a positive attitude; is proactive, available, prepared, and reliable.
- Inclusive – open, culturally sensitive, accepts and respects others and other cultures.
- Enthusiastic - interested in doing the job, committed, brings energy and passion to the role.
- Cooperative – wants to work together and support each other toward our common goal.
- Friendly – seeks to find a common bond and treat others with kindness.
- Able and willing to act as a role model and ambassador for CISV.

Skills

- Passion for working with children and creating positive camp experiences.
- Ability to resolve issues and conflict with sound judgement.
- Excellent communication and interpersonal skills.
- Assesses potential risks proactively and implement appropriate preventive measures.
- Cultural sensitivity and an appreciation for diversity with an ability to adapt to different group dynamics.
- Capability to assert authority and remain steadfast in challenging situations.

Knowledge and Experience

Essential

- Experience in collaborative team environments.
- An understanding of Safeguarding and Risk Management, and/or a willingness to learn and follow Safeguarding and Risk Management policies and procedures.
- CISV Advanced Safeguarding Online Training Course completed (or willingness to obtain).
- Sufficient level of verbal and written English to be able to understand all documents and communicate comfortably.

Desirable

- Previous experience in camp leadership, youth development, or education.
- Knowledge of CISV protocols and mission.
- Experience with CISV activity planning and content.
- Current certification in First Aid and CPR (or willingness to obtain, if required).
- Experience and knowledge of how to budget.
- Driver's licence, if required.

Working Relationships

Work with camp staff, 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).



Seminar Camp Staff Role Profile

Overview of the Role

In Seminar Camp programmes, Staff and participants actively coexist, while interfering as little as possible in the eyes of the participants in the camp's development, allowing them to achieve the objectives they set for themselves. Staff will guide and supervise them when needed and encourage them to participate in the camp's overall evaluation. Seminar Staff are not obligated to actively participate in the activities, but they will have to participate in the camp's decision-making.

The Staff team needs to stay in constant contact with the Local Chapter, supervise participants when they are doing household tasks, divide roles and responsibilities within the staff group, and above all, establish authority to not yield to participant pressure and ensure the safety of everyone present at all times.

Key Responsibilities and Tasks

- Understand and follow CISV's educational purpose and complete all necessary training.
- Create and distribute programme pre-camps, ensuring that deadlines are respected.
- Liaise with local volunteers.
- Plan programme activities including excursions, Open Day, and external guest visits. Identify hazards and risks and make sure they are addressed.
- Manage camp budget and ensure all necessary items for activities, meals, and the campsite are purchased.
- Encourage and supervise teams to work in a unified, respectful, and productive way.
- Help youth prepare meals that respect the dietary restrictions and preferences of all participants.
- Make sure you maintain your health and integrity as well as that of the participants.
- Report any act that goes against CISV's policies or procedures and/or that threatens the well-being of any person who attends the camp.
- Attend camp meetings and help make decisions that benefit the camp as a team.
- Participate in activities, when possible.

Key Competencies

Attitudes and Behaviours

- Clearly understands CISV's mission and demonstrates a commitment to it.
- Engaged - shows up, participates, and learns with a positive attitude; is proactive, available, prepared, and reliable.
- Inclusive – open, culturally sensitive, accepts and respects others and other cultures.
- Enthusiastic - interested in doing the job, committed, brings energy and passion to the role.
- Cooperative – wants to work together and support each other toward our common goal.
- Friendly – seeks to find a common bond and treat others with kindness.
- Able and willing to act as a role model and ambassador for CISV.

Skills

- Passion for working with children and creating positive camp experiences.



- Ability to resolve issues and conflict with sound judgement.
- Excellent communication and interpersonal skills.
- Cultural sensitivity and an appreciation for diversity with an ability to adapt to different group dynamics.
- Capability to assert authority and remain steadfast in challenging situations.

Knowledge and Experience

Essential

- Experience in collaborative team environments.
- An understanding of Safeguarding and Risk Management, and/or a willingness to learn and follow Safeguarding and Risk Management policies and procedures.
- CISV Advanced Safeguarding Online Training Course completed (or willingness to obtain).
- Sufficient level of verbal and written English to be able to understand all documents and communicate comfortably.

Desirable

- Previous experience in camp leadership, youth development, or education.
- Knowledge of CISV protocols and mission.
- Experience with CISV activity planning and content.
- Current certification in First Aid and CPR (or willingness to obtain, if required).
- Experience and knowledge of how to budget.
- Driver's licence, if required.

Working Relationships

Work with the Camp Director, 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).



Seminar Camp Participant Role Profile

Overview of the Role

The participants of a Seminar Camp lead and develop the entire camp by themselves, only with the necessary assistance from the Staff. They will make logistical decisions about the schedule, prepare their menus and cook for their fellow campers, and they will have to perform different household tasks in addition to preparing their activities and developing their content. For this, they will need to work as a team among themselves and with the Staff, dividing roles and responsibilities, establishing meetings and voting systems, and they will have to listen to each other and respect their peers' opinions.

Being a Seminar participant is the perfect role for all youth who want to develop their leadership skills to the fullest, their creativity, and delve into deeper educational content.

Key Responsibilities and Tasks

- Understand and follow CISV's educational purpose and complete all necessary training.
- Understand and engage with the format and purpose of the program.
- Ensure that programme forms are submitted correctly and within established deadlines.
- Read all pre-camp materials and other communications related to the camp.
- Respect all rules, boundaries, materials, and facility as set by the Staff.
- Report any act that goes against CISV's policies or procedures and/or that threatens the well-being of any person who attends the camp.
- Actively participate in the ongoing evaluation of the program.
- Plan and prepare meals that respect the dietary restrictions and preferences of all participants.
- Prepare and follow a schedule and activities throughout the program.
- Seek assistance from a Staff member if needed.

Key Competencies

Attitudes and Behaviours

- Clearly understands CISV's mission and demonstrates a commitment to it.
- Engaged - shows up, participates, and learns with a positive attitude; is proactive, available, prepared, and reliable.
- Inclusive – open, culturally sensitive, accepts and respects others and other cultures.
- Enthusiastic - interested in doing the job, committed, brings energy and passion to the role.
- Cooperative – wants to work together and support each other toward our common goal.
- Friendly – seeks to find a common bond and treat others with kindness.
- Able and willing to act as a role model and ambassador for CISV.

Skills

- Cultural sensitivity and an appreciation for diversity.
- Willingness to adapt to different cultural and group dynamics.
- Desire to lead activities and group meetings.
- Understanding how to balance activities and appropriate rest.
- Ability to make everyone feel included.



Knowledge and Experience

Essential

- Experience in collaborative team environments.
- Sufficient level of verbal and written English to be able to understand all documents and communicate comfortably.
- Willingness to learn and follow Safeguarding and Risk Management policies and procedures.
- Actively participate in all local, national, and/or international participant training ahead of the programme.
- Respect for camp staff and ability to follow set rules.

Desirable

- Knowledge of CISV protocols and mission.
- Experience with CISV activities, including local, national and/or international programmes.
- Experience with CISV activity planning and content

Working Relationships

Work with Programme Director and Staff, key camp contacts, key local and national contacts (e.g., Programme Coordinator, Trainer).

