

## Step Up Programme Director Role Profile

### Overview of the Role

The role of Programme Director or Camp Director is a fundamental part of the camp and especially of the Staff team. The Programme Director will work hand in hand with the Staff throughout the camp, but their responsibilities include more management and coordination tasks, inside and outside the programme. This includes coordinating and dividing roles and responsibilities within the team, making sure everything is prepared and correct to accommodate delegations, or evaluating programme outcomes and impact to keep learning from our camps to create better and safer experiences overtime.

### 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 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.

## **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, leaders, 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).



## Step Up Staff Role Profile

### Overview of the Role

Step Up Staff work diligently behind the scenes, facilitating programme logistics and supporting off-site activities. Staff are the main point of contact for all Step Up leaders and will liaise with the local chapter and volunteers throughout the programme. Staff will oversee all logistical tasks including setting up the campsite, implementing programme rules, managing purchases, local transportation, and safeguarding all participants.

The Staff will participate in decision-making and will be involved with all attendees so that they can meet their needs, ensuring their safety and well-being.

### 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 including homestay families.
- 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 are purchased.
- Encourage 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.
- 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.
- Ability to adapt to different cultural and group dynamics.



## **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, Leaders, 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).



## Step Up Leader Role Profile

### Overview of the Role

A Step Up Leader facilitates, guides, and provides tools for delegates to develop a healthy, inclusive and productive community within the educational values of our organization. The role supports delegates and helps them develop a sense of responsibility and programme management so that they can achieve the objectives they set as a team.

A leader assumes responsibility for four child delegates during the Step Up including travel to and from the programme.

### Key Responsibilities and Tasks

- Understand and follow CISV's educational purpose and complete all necessary training.
- Meet the participants and their families and communicate with them through all stages.
- Ensure that programme forms are submitted correctly and within established deadlines.
- 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.
- Help participants plan their activities. Identify hazards and risks and make sure they are addressed.
- Attend camp meetings and help make decisions that benefit the camp as a team.
- Be a role model for the participants, complying with the established rules and schedules.

### 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.
- Excellent organizational and communication skills.
- Cultural sensitivity and an appreciation for diversity.
- Ability to adapt to different cultural and group dynamics.

#### 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).

#### **Working Relationships**

Work with delegates, delegates' families, local chapter, programme director, staff, and leaders.

