

LYQ HOLIDAY CAMP LEADERS

Role Description, Application and Training Process



Alive in Christ; Passionate in Service

ROLES ON AN LYQ HOLIDAY CAMP

Our renowned Holiday Camp ministry is only possible because of the incredible support and contribution of our volunteer leaders.

The typical leadership structure of an LYQ camp involves:

- Directors
- Co-directors
- Leaders
- Parents
- Pastor or Chaplain
- Cook (only when required)
- Bus Driver (only when required)

Holiday Camp Leader Key Responsibilities:

Prior to Camp:

- Complete application and training process
- Participate in and contribute to the formation and planning of camp, including attending planning days

On Camp:

- Help to create a positive, safe Christian camp culture
- Be a Christian leader, role model and mentor for campers in all areas of camp
- Ensure the safety (physical, emotional, spiritual) of campers and comply with all risk management expectations
- Demonstrate personal faith through organising and caring for your small group with your co-leader
- Be organised and prepared for your responsibilities on camp
- Support campers to explore and grow in their Christian faith
- Follow directions of the Camp Directors and be a willing part of the camp leadership team

Holiday Camp Leaders are accountable to the LYQ Events Coordinator through the Camp Director. Camp Directors provide leader reports to the LYQ Events Coordinator at the completion of each camp through debriefs and feedback forms.

APPLICATION AND TRAINING PROCESS

CHECKLIST

- Expression of Interest
- Leadership Application Form
- Interview (if applicable)
- Blue Card Application or Linking
- Introductory Leadership Training
- Professional Standards Training
- Behavioural Training (if applicable)

Expression of interest

You are required to submit an Expression of Interest (EOI) to commence the application and training process, [Click here to access the EOI portal](#). **You have 28 days from LYQ responding to your EOI to complete the remaining tasks.**

Leadership Application Form

Once LYQ has received your EOI, you are required to complete an online application form. You will be emailed a link to access. This application process requires you to nominate a referee or referees to endorse your application.

Interview

If you are not a volunteer or employee of the Lutheran Church you will be required to complete a short interview over the phone or in person. LYQ will contact you to arrange this.

Blue Card Application/Linking

If you are over the age of 18 while leading on camp, it's a government requirement that you hold a current Blue Card. Your Blue Card must be either authorised through LYQ or linked to LYQ.

If you do not have a Blue Card or it is expiring/expired, you are required to complete a Blue Card New/ Renewing form. [Click here to access this form](#).

If you do have a Blue Card, you are required to complete a Linking form. [Click here to access this form](#).

For either form, your ID will need to be sighted by one of our staff members at our Milton office. If you are over 50km away from our office, a registered Justice of the Peace or other approved party (as per the form) can sight your ID on our behalf using the Confirmation of Identity form. [Click here to access this form](#).

Please email us your completed form/s or provide in person with your ID. You are only required to apply/link your Blue Card with us within the 28 day time frame. Processing applications can take 6+ weeks so we recommend you complete this ASAP.

APPLICATION AND TRAINING PROCESS

Introductory Leadership Training

You are required to complete our introductory leadership training which consists of 3 modules:

- Leadership 101
- Leading Effective Small Groups
- Sharing Faith on a LYQ Camp

This training is offered twice per year. More details regarding when and where you can complete this training will be provided to you during the application process.

Professional Standards Training

Safe Ministry Training is an important way to ensure that we're doing everything we can to keep children and vulnerable people safe. You will need to attend a face-to-face Professional Standards workshop Level 1 (SP3 Team Member).

The Professional Standards workshops are held regularly in various locations around Queensland. To find and register for a workshop, [click here](#) and then on the registration link for your chosen workshop. The workshops cost \$30 and typically begin at 9am and finish around 4pm.

If you are part of a Lutheran congregation, please list them when you register. If you aren't, you can list LYQ.

If you have recently done Valuing Safe Communities (VSC) or other child safe related training, please contact us to see if you qualify for recognition of prior learning.

Behavioural Training

Behavioural Training is only required for those who intend to lead on a Summer Camp. More details regarding when and where you can complete this training will be provided to you during the application process if applicable.

Expectations and Exceptions

LYQ requires all leaders to complete the application and training process within 28 days of LYQ responding to their EOI. If you cannot complete your training within this time frame we will require proof of registration for the training event(s).

Most requirements are valid for three years and after this time need to be renewed. Introductory Leadership Training and Behavioral Training does not expire.

If for any reason you cannot complete your application and training in this time frame or you have any question, please do not hesitate to contact us.

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