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Overview

Edmund Rice Camps SA Inc (ERC) places great value on the importance and significant contribution of students.

In the past, Edmund Rice Camps has taken students from a variety of courses and institutions including Universities, Colleges, TAFE, and Secondary Schools. We continue to offer student placements (also known as practicum's, work experience, community service, and/or field education) to a range of students and institutions dependant on current needs, projects and program requirements.

ERC is a dynamic, predominantly volunteer based organisation, which offers a variety of services to meet the diverse needs of children, young people, families and volunteers. It is important that prospective students are well aware of the incredible diversity and challenges, which can often arise when on placement in community based organisation.

Students who generally achieve the most out of their placement at ERC are those who show initiative, are self-motivated, have had some experience in working with diverse groups of people and who hold a positive, mature outlook. As such, it is these attributes which we are seeking when deciding upon placement applications.

Ensuring that students are well supported whilst on placement is very important to ERC. ERC will provide support in terms of induction into the organisation, orientation tours, project/program direction & guidelines, task supervision, opportunities for incident debrief and attempt to encourage (where appropriate) peer supervision amongst students on placement together.

Currently ERC's paid staff comprises of the Executive Officer, Business Development Manager, Volunteer Coordinator, Camps and Activities Coordinator who are all full time and. There are different volunteers working on programs (both in the offices and at camps/events) with a large component of the student's placement involving working side by side with volunteers and the paid staff.

Some institutions are able to provide external supervision which ERC would encourage as it is vital that student's learning goals be properly set and frequently referred to.

ERC is able to offer both "direct practice" and project placements. In reality, the nature of ERC sees the majority of placements involving a combination of some direct practice and some research/project work. The type of placement offered will be dependent upon the placement vacancies at the time and upon the student's



skills and interests. Whilst students do require a good level of self-motivation and initiative, ERC will endeavour to match students with a program, task supervisor and project/practice work which best suits the needs of both the student and ERC.

The timeframe for conducting a placement will vary depending on your institution's requirements. Generally, ERC prefers students to conduct placement in a block as far as possible as this assists students in terms of continuity and provides a better opportunity to obtain a sound understanding of working in the daily context of a community based NGO.

Whilst students will be matched to a particular program(s) dependent on ERC's placement availability and the student's learning needs, students may have the opportunity to experience a variety of tasks/roles across the organisation.

As there is often a number of students from a variety of institutions, we have developed the following guidelines for counting hours while on camps/activity days, in order to ensure there is consistency in the requirements for students undertaking placements.

A full week camp counts as 60 hours placement and a mini or weekend camp counts as 40 hours. The pre-camp and post-camp sessions are both compulsory and are included in the above mentioned totals.

There are a number of options for placement hours to be filled, some examples of these are on the following pages. However, all placements with hours undertaken in the offices (or completing research/project work) includes general administration tasks such as typing, filing, photocopying, data entry, answering phones, taking minutes, taking messages and returning messages, emails, and completing mail outs.

As part of your institution's requirements, some students are required as part of their placement to have allocated one hour a week, to write in journals and reflect on the placement in relation to the studies undertaken. We will happily support students in meeting this requirement. However other study /assignments/research work which is not part of the students placement must not be worked on while on placement (on camps or at the offices).

Students undertaking placements at the offices, at the end of each week will need to present journals and/or timesheets to be signed off by a staff member.

If you have any questions regarding placements please contact the Volunteer Coordinator or the Executive Officer.



Placement Requirements

In order to complete your placement with ERC, the following requirements must be met:

- Current Police Certificate (within one year of being issued)
- Successful completion of the full day Child Safe Environments Training*
- Senior First Aid (preferred but not essential)
- Bronze Medallion (preferred but not essential)
- Current Australian drivers licence (preferred but not essential)

All of the above certifications (with the exception of a drivers licence) can be obtained through courses offered at Edmund Rice Camps. Please contact the Volunteer Coordinator prior to commencing your placement to arrange enrolment if required.



Examples of Placement Options

For all placements, there are other combinations of placement options available. Please discuss your areas of interest with the Volunteer Coordinator. Please note however, if students are returning students from previous placements or are existing ERC volunteers, or are completing multiple camps as part of placement, there is an expectation that they will fill a leadership role on additional camps (if possible) to ensure that there is an extension of learning from previous camping experiences.

Certificate III - 80 hours Placement (Youth Work, Community Services or other)

Option 1

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

Option 2

Attend three Mini/Weekend Camps. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 30 hours for the camp, therefore 90 hours for the camps.

Option 3

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 20 hours.

Option 4

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 40 hours.



Certificate IV - 120 hours Placement (Youth Work, Community Services or other)

Option 1

Attend two Full (week long) Camps. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp, therefore 120 hours for both camps.

Option 2

Attend three Mini/Weekend Camps. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 120 hours for the camps.

Option 3

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 60 hours.

Option 4

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 80 hours.



Degree - 125 hours Placement
(Social Work, Social Science, Health Science, Recreation & Sports, or other)

Option 1

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

Option 2

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 65 hours.

Option 3

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 85 hours.

Option 4

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 45 hours.



Diploma - 200 hours Placement (Youth Work, Community Services or other)

Option 1

Attend two Full (week long) Camps. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp, therefore 120 hours for the camps.

PLUS

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

Option 2

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 60 hours.

Option 3

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 140 hours.

Option 4

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 160 hours.



Degree - 500 hours Placement
(Social Work, Social Science, Health Science, Recreation & Sports, or other)

Option 1

Attend two Full (week long) Camps. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp, therefore 120 hours for the camps.

PLUS

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 300 hours.

Option 2

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attend two Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp, therefore 80 hours.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 360 hours.

Option 3

Attend one Full (week long) Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 60 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 440 hours.

Option 4

Attend one Mini/Weekend Camp. Minimum of filling Leader role, working 1:1 with young people (participants on camps / day activities), acting as a mentor, support worker, youth worker, assisting with activities. Time allocation is 40 hours for the camp.

PLUS

Attendance at the ERC office filling research/project work tasks to the completion of 460 hours.



Calculation of Total Hours

As a point of clarification, the hours for each camp are calculated as such:

Full (week long) Camp

A week-long camp is carried out over a total of 5 days:

Day One: Pre-camp session	= 10 hrs
Day Two: 7am – 10pm	= 15 hrs
Day Three: 7am – 10pm	= 15 hrs
Day Four: 7am – 10pm	= 15 hrs
Day Five: 7am – 12pm	= 5 hrs

Total hours = 60 hrs

Mini/Weekend Camp

A mini/weekend camp is carried out over a total of four days:

Pre – camp session	= 10 hrs (Generally held during the week prior to camp)
Friday: 5pm – 10pm	= 5 hrs
Saturday: 7am – 10pm	= 15 hrs
Sunday: 7am – 5pm	= 10 hrs

Total hours = 40 hrs

Although it is usual that actual times you are expected to participate in camps will vary from those listed above (i.e. you may have to get up earlier or stay up later) these times do not include items such as breaks, meetings, etc which should balance out the hours.

Additional Activity days & Training Days

As a placement student, you are always welcome to attend activity days which may fall on either a week day or weekend. The hours used during this time are counted as office days and as such, will come off the total office hours required to fulfil placement requirements.

Attendance to the full day Child Safe Environments training course held by ERC will also be counted as above.



Research & Project Work

Below is a list of **research/project work** that may be undertaken, a combination of tasks/areas which can be undertaken throughout placement dependant on current needs, projects and program requirements, as well as the students skills, knowledge, & interest.

No.	Area	Tasks (summaries available on pages 14 – 23)
1	Clients	Client Recruitment, Client Intake & Assessment, Client Camp Placement
2	Camps	Venues, Menus, Resources, Show bags, Resources
3	Volunteers	Volunteer Recruitment, Volunteer Intake & Assessment, Volunteer Camp Placement, Volunteer Training, Social Events, Rewards & Recognition, Personal Growth
4	Fundraising	Major events, other events, catalogue drives, product development, middle man products, Donations, Payroll Deductions
5	New Initiatives	Retreats, Camps, Equipment Hire, Mentoring, Babysitting Service, Administration, Babies Group
6	Policies & Procedures	Development, Review
7	Training Services	Trainers, Venues, Catering, Advertising & Marketing, Resources, Bookings, Equipment
8	New Training Services	Team Building, Leadership/Management, Change Management
9	Communication	E-Newsletter (Eddie Update), Volunteer Handbooks, Newsletter (Eddie Says), Parent/Carer Handbooks
10	Finances	Invoices & Receipts, Budget Monthly Prep, Banking, GST/Bass Statements
11	Promotions & Marketing	Advertising, Media Releases, Marketing Materials
12	Records Management	Volunteer database, Evaluations, Client database, Archives, Assets register
13	Grants	Grants database, Submitting applications, Follow up Applications, Reports after funds expended
14	Community Events	Venues, Menus, Programs, Advertising, Resources, Bookings



Direct Practice Work

Below is a list of **direct practice work** that may be undertaken. A combination of tasks/areas can be undertaken throughout placement dependant on current needs, projects and program requirements, as well as the student’s skills, knowledge & interest.

No.	Area	Hours for placements and usual times (for summaries of the events please see pages 24-25)
1	Full Camps (week)	Usually occur in January, April, July & October School holidays, for different target groups each camp is 60 hours for placements.
2	Mini/ weekend Camps	Usually occur on several weekends throughout the year for different target groups, each camp is 40 hours for placements.
3	Community Events	Usually offered four times per year, April, July, October, December School holidays, for different target groups each community event is hour for hour of time (usually approx 5-7hours)
4	Volunteer Trainings	Usually offered throughout the year, for placements students wanting to claim the hours as utilized for placements, they would be expected to assist in the planning, preparation, and/or facilitation of the training, then hour for hour of time spent on the training would be granted (varied hours for trainings offered). This includes ‘Camp without Kids— Leadership Training Camp for Volunteers’.
5	Training Services	Trainings occur on average five times a month. For placements students wanting to claim the hours as utilized for placements, they would be expected to assist in the planning, preparation, and/or facilitation of the training, then hour for hour of time spent on the training would be granted (varied hours for trainings offered).
6	Committees & Project Teams	Committee and Project teams meeting occur monthly throughout the year. Each meeting usually last approximately 1 hour and from the meeting there may be tasks that will require further time. These meetings can be counted towards placement hours (hour for hour).
7	Social & Fundraising Events	Fundraising and Social events occur throughout the year and vary in timeframe. For placements students wanting to claim the hours as utilized for placements, they would be expected to assist in the planning, preparation, and/or facilitation of the event, then hour for hour of time spent on the event would be granted (varied hours for trainings offered).



<p>8</p>	<p>Client Interviews</p>	<p>Occurring throughout the year on an ongoing basis, usually there is an influx of them as we call for nominations for camps. Client interview usually take approximately 45 minutes to 1 hour per interview, time is also needed prior to and after the interview for preparation and typing up file notes and entering information onto the databases. Hour for hour of time spent on the interviews would be granted (varied hours for interviews). The time can also include travel to and from interview destinations if not occurring in the offices.</p>
<p>9</p>	<p>Volunteer Interviews</p>	<p>Occurring throughout the year on an ongoing basis. Volunteer interviews usually take approximately 30 minutes to 1 hour per interview with time need prior to and after the interview for preparation and entering information onto databases. Hour for hour of time spent on the interviews would be granted (varied hours for interviews). The time can also include travel to and from interview destinations if not occurring in the offices.</p>
<p>10</p>	<p>Recruitment Talks/ Presentations</p>	<p>Occurring throughout the year on an ongoing basis. Schools, Universities, and TAFEs are common for Volunteer recruitment talks, while agencies, schools and other charities are common for Client / Agency Presentations. The presentations/recruitment talks vary in timeframes and should be counted hour for hour in time. Time may also be needed prior to and after the talks/presentations for preparation and preparing needed materials and after talks for entering information onto the databases, or any other follow up that is required.</p>



Roles

Below is a list of **roles** that may be undertaken, a combination of roles can be undertaken throughout placement dependant on current needs, projects and program requirements, as well as the students skills, knowledge, & interest.

No.	Role	Frequency of availability (for description of these roles, see page 26)
1	Leader	20 positions per camp, with a number of camps held throughout the year, mini/weekend camps and full camps.
2	Group Leader	4 positions per camp with a number of camps held throughout the year, mini/weekend camps and full camps.
3	First Aid Officer	4 positions per camp with a number of camps held throughout the year, mini/weekend camps and full camps.
4	Kitchen Staff Member	2-3 positions per camp with a number of camps held throughout the year, both mini/weekend camps and full camps. There are also single day events such as Community Events, Social and Fundraising Events which may require kitchen staff.
5	Camp Coordinator	2 positions per camp with a number of camps held throughout the year, both mini/weekend camps and full camps.
6	Pastoral Care Facilitator	2 positions per camp with a number of camps held throughout the year, mini/weekend camps and full camps
7	Child Protection Officer	2-3 positions per camp with a number of camps held throughout the year, mini/weekend camps and full camps.
8	Camp Manager	1 position per camp with an option of a shadow Camp Manager with a number of camps held throughout the year, both mini/weekend camps and full camps.
9	Client Interviewer	2 per interview undertaken, client interviews occurring all year round, partially at the time of calling for camp nominations.
10	Volunteer Interviewer	2 per interview undertaken, volunteer interviews occurring all year round, partially at the time of calling for camp nominations or following a recruitment talk.
11	Event Coordinator	1-2 per event, including social, fundraising and community events. There are also single day events such as Community Events, Social and Fundraising Events that may require Event Coordinators.



Summary of Tasks/Research/Project Work

No.	Area	Summaries of tasks to be undertaken
1.	Clients	<p>Client Recruitment</p> <ul style="list-style-type: none"> · Research & Add Referring Agencies onto Database · Disseminate information (Client Referral guide) · Follow up Phone calls to agencies that have had information posted <p>Client Intake & Assessment</p> <ul style="list-style-type: none"> · Contact families & Agencies regarding nominations received · Schedule interviews with families / agencies · Coordinate volunteers and/or conduct interviews · Type interview notes & create files for clients <p>Client Camp Placement</p> <ul style="list-style-type: none"> · Email & Post information about nominations open for camps / activities · Coordinate nominations received into camp placement spreadsheet · Draft camp placements & waiting lists · Post letters & forms for camp places and waiting lists · Ensure camp forms are returned and filed for upcoming camps & activities



<p>2.</p>	<p>Camps</p>	<p>Venues</p> <ul style="list-style-type: none"> · Create campsites database · Research into campsites · Negotiate for bookings at campsites · Book campsites in for camps <p>Menus</p> <ul style="list-style-type: none"> · Stock take food from food shed · Write letters to seek food donations · Draft menu from food bank list and other items in stock · f/up donation letters · Update donations database · Work on developing 6 healthy eating rotating menus and coordinating food orders · Place/collect food items/orders · Pack items for camps <p>Resources</p> <ul style="list-style-type: none"> · Develop & implement material resources for camps, i.e. folders of resources · Songs Books · Pre Camp materials · Leader room materials (posters, etc) · Team building games folders · Getting to know you games folders · Update camps procedures manual <p>Show bags</p> <ul style="list-style-type: none"> · Write letters to seek donations of items for show bags i.e. Food items, fun items, educational / health / personal items · f/up donation letters · Update Donations Database · Go through Food shed & Food bank list and other stores, etc to source items for show bags <p>Resources</p> <ul style="list-style-type: none"> · Draft Program for camps · Seek low cost and/or free activities / facilitators · Write letters to seek donations of items for program i.e. art materials, costumes, etc · f/up donation letters & · Update Donations Database · Submit final draft of program for approval
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<p>3.</p>	<p>Volunteers</p>	<p>Volunteer Recruitment</p> <ul style="list-style-type: none"> · Research & Add schools, TAFEs & Uni contacts onto volunteer recruitment database · Send information about volunteer placements and talks · Follow up Phone calls to book in talks and/or disseminate more information · Develop appropriate resources for schools talks i.e. videos, slide shows, posters, sign up sheets · Enter sign up sheet volunteers onto database & make initial contact <p>Volunteer Intake & Assessment</p> <ul style="list-style-type: none"> · Contact volunteers regarding applications received · Schedule interviews with Volunteers (Coordinate volunteers undertaking interviews and/or conduct interviews) · Create files for volunteers · Complete reference checks for all new volunteers, & follow up volunteers for police checks & certificates needed · Update volunteer information on database <p>Volunteer Camp Placement</p> <ul style="list-style-type: none"> · Email & Post information about nominations open for camps / activities · Coordinate nominations received into camp placement spreadsheet · Draft camp placements & waiting lists · Post letters & forms for camp places and waiting lists · Ensure forms needed (i.e. police checks) are returned and filed for upcoming camps & activities <p>Volunteer Training</p> <ul style="list-style-type: none"> · Research into training workshops/weekends for volunteers—enter info onto database of volunteer trainings · Research into external training events & ensure advertised to volunteers · Book events for volunteers · Develop flyers, & promotional Materials for events · Collate bookings & coordinate running training / workshops <p>Social Events</p> <ul style="list-style-type: none"> · Research into appropriate social events for volunteers—enter information onto database of volunteer social events · Book events for volunteers · Develop flyers, & promotional Materials for events, Collate bookings & coordinate running event <p>Rewards & Recognition</p> <ul style="list-style-type: none"> · Research into appropriate rewards & recognition for volunteers—enter information on database · Source & collect items for volunteer show bags
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		<p>Personal Growth</p> <ul style="list-style-type: none"> · Research formation (personal growth) events for volunteers—enter info onto database of volunteer formation events · Research into external formation events & ensure advertised to volunteers · Book events for volunteers · Develop flyers, & promotional Materials for events · Collate bookings & coordinate running event
<p>4.</p>	<p>Fundraising</p>	<p>Major events—Annual Ball, Quiz Night & City to Bay Fun Run</p> <ul style="list-style-type: none"> · Research possible venues, dates & themes, then Book venues & entertainment · Design flyers, tickets, invitations, Advertise event in all possible avenues · Seek & book guest speakers, MC’s, etc · Write letters to seek donations of products for prizes & F/up letters for donations · Make up games, auction items & prize packs & Take bookings for attendees · Design running sheet for evening, slide shows, etc <p>Other events—Pasta Nights, Movie Nights, photo days</p> <ul style="list-style-type: none"> · Research possible venues, dates & themes, then Book venues & entertainment · Design flyers, tickets, invitations, Advertise event in all possible avenues · Seek & book guest speakers, MC’s, etc · Write letters to seek donations of products for prizes & F/up letters for donations · Make up games, auction items & prize packs & Take bookings for attendees · Design running sheet for evening, slide shows, etc <p>Catalogue drives</p> <ul style="list-style-type: none"> · Research and seek samples of possible catalogues drives · Coordinate dates for sending out & cut off dates of return · Mail out and advertise drive, then Coordinate orders being placed and collected <p>Product development—Potential products need to be developed, sourced, researched, drafted and coordinated</p> <ul style="list-style-type: none"> · CD · Calendars · Greeting Cards · Story Books



		<p>Middle man products—Raffle Books, Entertainment Books</p> <ul style="list-style-type: none">· Research and seek samples of possible products· Coordinate dates for advertising / selling / sending out & cut off dates of return· Mail out and advertise drive, then Coordinate orders / items purchased / sold and collected <p>Donations</p> <ul style="list-style-type: none">· Develop donation envelopes & collection tins· Research into door knock appeals· Seek churches, schools, businesses to use envelopes for us· Develop donations database for location of all envelopes /tins and when follow up is required <p>Payroll Deductions</p> <ul style="list-style-type: none">· Follow up with United Way re deductions schemes· Liaise with schools, workplaces, etc to establish introducing scheme· Develop flyers / promotional materials for use· Develop database of payroll scheme participating / contacted schools, workplaces
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<p>5.</p>	<p>New Initiatives</p>	<p>Retreats</p> <ul style="list-style-type: none"> · Develop proposal for Retreats Service for schools, church & youth groups, including research others in the market, marketing materials, advertising /promotional Items <p>Camps</p> <ul style="list-style-type: none"> · Develop proposal for Fee Based Camps, including research others in the market, marketing materials, advertising /promotional Items <p>Equipment Hire</p> <ul style="list-style-type: none"> · Complete work on developing our Equipment Hire, need work completed on costs, including research others in the market, marketing materials, advertising /promotional Items <p>Mentoring</p> <ul style="list-style-type: none"> · Develop proposal for Mentoring Program (ERC being the middle man of recruiting, training, managing mentors to be outsourced to agencies, etc), including research others in the market, marketing materials, advertising /promotional Items <p>Babysitting Service</p> <ul style="list-style-type: none"> · Develop proposal for Baby Sitting / Nannying Service (ERC being responsible for recruiting, training, managing, & booking Babysitters), including research others in the market, marketing materials, advertising /promotional Items <p>Administration</p> <ul style="list-style-type: none"> · Develop proposal for Administration Management (i.e. FAME) (ERC being the middle man of recruiting, training, managing Administration for programs, agencies, etc), including research others in the market, marketing materials, advertising /promotional Items <p>Babies Group</p> <ul style="list-style-type: none"> · Complete work on proposal for Babies Group to be completely self funded, needs work completed on program, budget, risks, final write up, including research others in the market, marketing materials, advertising /promotional Items <p>Other</p> <ul style="list-style-type: none"> · If you have ideas about potential services / projects then develop it into a proposal format (feel free to discuss with EO or BDM)
<p>6.</p>	<p>Policies & Procedures</p>	<p>Development</p> <ul style="list-style-type: none"> · All ERC policies and procedures to be updated into new format (that is used for OHS&W) <p>Review</p> <ul style="list-style-type: none"> · All existing policies to be submitted to the board to be updated



<p>7.</p>	<p>Training Services</p>	<p>Trainers</p> <ul style="list-style-type: none"> · Ensure all trainers booked for upcoming trainings, and train the trainers · Maintain communication with trainers, prepare trainers days, emails, etc <p>Venues</p> <ul style="list-style-type: none"> · Research into possible venues to hold trainings, central, south, north, west, east · Develop database of venues, costs, facilities, contact information, etc <p>Catering</p> <ul style="list-style-type: none"> · Research into possible caterers for trainings, (Morning Tea & lunches) Aiming for under \$10 per participant · Develop database of caterers, costs, foods, contact information, etc <p>Advertising & Marketing</p> <ul style="list-style-type: none"> · Use advertising resources to advertise all upcoming trainings to general public (listings on-line, etc) · Develop promotional materials/flyers · Source and add other potential customers / agencies add to database · Market and source bookings for trainings <p>Resources</p> <ul style="list-style-type: none"> · Source resources for use in current trainings, i.e. child safe environments, info flyers, bookmarks, magnets, on abuse, etc · Develop database of contacts for ordering additional stock when required <p>Bookings</p> <ul style="list-style-type: none"> · Confirm all bookings · Send letters of confirmation · Finalise all details for trainings booked, i.e. catering, trainers, resources, certificates etc · Add all completed trainings onto database <p>Equipment</p> <ul style="list-style-type: none"> · Ensure all Equipment is stocked for upcoming trainings, tubs, handouts, etc
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<p>8.</p>	<p>New Training Services</p>	<p>Team Building</p> <ul style="list-style-type: none"> · Develop & research resources for trainings · Put together Trainers packs <p>Leadership/Management</p> <ul style="list-style-type: none"> · Research into possible trainings, i.e. Stephen Covey, etc · Comparison of existing services, etc · Explore costs analysis, trainers trainings, resources, etc <p>Change Management</p> <ul style="list-style-type: none"> · Develop & research resources for trainings · Put together Trainers packs <p>Other</p> <ul style="list-style-type: none"> · If you have ideas about potential trainings then research into it, & develop it into a proposal format (feel free to discuss with EO or BDM)
<p>9.</p>	<p>Communication</p>	<p>E-Newsletter (Eddie Update)</p> <ul style="list-style-type: none"> · Design a new eddie update format that encompasses more overall agency info to be sent to client, agencies, volunteers, schools, etc · Regularly source info and put together Eddie Update for emailing <p>Volunteer Handbooks</p> <ul style="list-style-type: none"> · Draft volunteer handbook that can be given to volunteers at the interview process. · Regularly review and update content to ensure it is still accurate and up to date <p>Newsletter (Eddie Says)</p> <ul style="list-style-type: none"> · Source info and newsletter articles and put together final draft of the newsletter (4 times per year) try to make the format that encompasses more overall agency info to be sent to client, agencies, volunteers, schools, etc <p>Parent/Carer Handbooks</p> <ul style="list-style-type: none"> · Draft families handbook specific to family camps that can be given to families signed up for family camps · Regularly review and update content to ensure it is still accurate and up to date · Review existing parent/carers handbook and draft updates



<p>10.</p>	<p>Finances</p>	<p>Invoices & Receipts</p> <ul style="list-style-type: none"> · Create invoices for items purchased / ordered and send out · Follow up with unpaid invoices · Create receipts for monies received and send out <p>Budget Monthly Prep</p> <ul style="list-style-type: none"> · Prepare monthly financial report for Board through MYOB into Excel format · Reconcile figures with Bank & MYOB <p>Banking</p> <ul style="list-style-type: none"> · Weekly prepare banking (cheques & cash) organise for total amount to be banked and submit paperwork to BDM for records <p>GST/Bass Statements</p> <ul style="list-style-type: none"> · Prepare GST / Bass statements through MYOB, receipts & invoices
<p>11.</p>	<p>Promotions & Marketing</p>	<p>Advertising</p> <ul style="list-style-type: none"> · Source locations for us to advertise low cost or ideally free add onto advertising database · Advertise all current ERC & ERC Services events (continually update) <p>Media Releases</p> <ul style="list-style-type: none"> · Draft media releases to submit to newsletters, newspapers, magazines, radio stations on participants, volunteers and the organisations activities <p>Marketing Materials</p> <p>Research, source, draft & implement marketing materials for ERC & ERC Services</p> <ul style="list-style-type: none"> · Flyers · Badges · Stickers · Merchandise · Other promo items



<p>12.</p>	<p>Records Management</p>	<p>Volunteer database</p> <ul style="list-style-type: none"> · Update database (ph calls, emails, forms received, recruitment lists, etc) <p>Evaluations</p> <ul style="list-style-type: none"> · Update database of all recent camps, activities · Develop database for missing evaluations, i.e. trainings, vols annual surveys, etc <p>Client database</p> <ul style="list-style-type: none"> · Add in new areas for database, emergency contacts, social workers, details, etc · Update database (ph calls, emails, forms received, etc) <p>Archives</p> <ul style="list-style-type: none"> · Go through archives to shred items no longer needed · Develop & implement system for easy storage and retrieval of documents. <p>Assets register</p> <ul style="list-style-type: none"> · Develop assets register and process to ensure it is kept up to date
<p>13.</p>	<p>Grants</p>	<p>Grants database</p> <ul style="list-style-type: none"> · Go through database and check closing dates of grants listed · Research new / potential grants and add onto database · Gather & save documents needed to apply for grants, guidelines, forms, etc <p>Submitting applications</p> <ul style="list-style-type: none"> · Draft applications to be submitted (refer to database for what has already currently been applied for and to whom) <p>Follow up Applications</p> <ul style="list-style-type: none"> · Follow up calls to be made for all applications submitted that we have not yet heard from (refer to database for what has already currently been applied for and to whom) <p>Reports after funds expended</p> <ul style="list-style-type: none"> · Draft reports, (letters, photo's, evaluations, budgets) after grant money has been expended ready to be submitted



<p>14.</p>	<p>Community Events</p>	<p>Venues</p> <ul style="list-style-type: none"> · Create venues database for locations to hold community events (schools, ovals, community halls, parks, etc) · Research into venues · Negotiate for bookings community events · Book venues in for community events <p>Menus</p> <ul style="list-style-type: none"> · Stock take food from food shed · Write letters to seek food donations · Draft menu for community event food bank list and other items in stock · f/up donation letters · Update donations database · Place/collect food items/orders · Pack items needed for event <p>Programs</p> <ul style="list-style-type: none"> · Draft Program for community event · Seek low cost and/or free activities / facilitators · Write letters to seek donations of items for program i.e. art materials, costumes, etc · f/up donation letters & Update Donations Database · Submit final draft of program for approval <p>Advertising</p> <ul style="list-style-type: none"> · Source locations for us to advertise low cost or ideally free add onto advertising database · Advertise all current ERC & ERC Services events (continually update) · Develop flyers, invitations to send to clients, agencies and send out <p>Resources</p> <ul style="list-style-type: none"> · Develop & implement material resources for community events, i.e. tubs system, folders of resources · Team building games folders · Getting to know you games folders <p>Bookings</p> <ul style="list-style-type: none"> · Take bookings from volunteers, clients, general public for community events · Maintain bookings and cut off numbers
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Summary of Direct Practice Options

1.	Full Camps (week)	Full Camps include overnight stays for both pre and post camp. We aim to have 1:1 ratios of children to volunteers/placement students on camp. They are usually 4 days, 3 nights (6 days, 5 nights including pre and post camp). The camps are based on challenge, self-development and teamwork. There are approximately 15-20 places available for children/young people and an equal number for leaders on each camp offered.
2.	Mini/weekend Camps	Usually offered over weekends from Friday afternoon through to Sunday afternoon and are offered for identified target groups such as siblings access camp, grandparents respite camp etc. We aim to have 1:1 ratios of children to volunteers/placement students on camp. The camps are based on challenge, self-development and teamwork, as well as specific aims for target groups identified. There are approximately 15-20 places available for children / young people and an equal number for leaders on each camp offered.
3.	Community Events	Community Events are held for all client groups and/or the community at large individually at various times throughout the year, They usually range from in-house craft days to excursions to the movies, zoo, rock climbing etc. Community Events are also held for families. Community Events are often held at various locations. We aim to have 1:1 ratios of children to volunteers/placement students. The times they are run is varied based on the event planned.
4.	Volunteer Trainings	Volunteer trainings run at various times throughout the year, with several trainings repeatedly offered to volunteers. Topics include, Child Safe Environments, Protective Behaviours, Senior First Aid, Bronze Medallion, Behaviour Management, Team Building, Change Management, Food Handling and Camp without Kids—Leadership Training Camp.



5.	Training Services	Currently the trainings we offer are; Child Safe Environments, Protective Behaviours, Change Management, Team Building & Food Handling. All funds raised through our trainings go towards providing our other services to children, young people, volunteers & families. These are run for individuals and groups on an ongoing basis, at various times.
6.	Committees & Project Teams	There are 11 committees, These are; Fundraising Committee, Social Committee, Camps & Activities Committee, Resources Team, Donations and Grants Team, Client Intake & Assessment Team, Volunteer Recruitment Team, Training Team, VISION (Volunteer Insights: Sharing, Ideas, Opinions & News), & Newsletter Committee, Consultative Committee. For further information on these committees please obtain the Edmund Rice Camps SA Inc 'Project Teams & Committees' Booklet.
7.	Social & Fundraising Events	Social and Fundraising events are run at various times throughout the year, ranging from annual balls, fun runs, raffles/lottery tickets, entertainment book sales, movie nights, garage sales, etc.
8.	Client Interviews	Client interviews are a part of our intake and assessment process. This includes an interview itself which comprises of questions regarding the client background, behaviour and interest for new clients nominated for camps/services/. They can be undertaken at our offices, at clients houses, at agencies or over the telephone, the location is negotiated with the parent/carers/agency.
9.	Volunteer Interviews	Undertaking Volunteer intake interviews for new volunteers wanting to work in a variety of volunteer positions. This includes educating the applicant on ERC background and organisation.
10.	Recruitment Talks/ Presentations	Recruitment presentations are variety of time frames (usually 30 mins to 1hour) presentation to a school, TAFE or educational institution about Edmund Rice Camps and the opportunities to volunteer. The presentation included background on ERC, volunteering options, and the services we provide (including camps). Presentations about the organization (including information sessions to agencies regarding client nominations) are also varied in time frames (usually 30 mins to 1hour) presentation.



Summary of Roles

No.	Role	Role Description Summaries
1.	Leader	The Leader role is to interact and care for the children while on camp. The camp allows volunteers to work one on one with the children and to enable self-development and teamwork
2.	Group Leader (GL)	The Group Leader role is to oversee volunteers and participants in their allocated group. They ensure volunteers are getting breaks and know the location of their group at all times.
3.	First Aid Officer (FAO)	First Aid Officers are volunteers with a current First Aid Certificate (preferably Senior First Aid or Schools & Centre's Certificate), who administers First Aid for participants and volunteers and supervises medication self-administration for participants.
4.	Kitchen Staff Member	Kitchen staff are in charge of cooking meals on camps/events- breakfast, morning tea, lunch, afternoon tea and dinner. The kitchen staff can include cooks & kitchen hands.
5.	Camp/Event Coordinator (CC)	Camp Coordinators facilitate the camp and ensure the camp runs smoothly. They are also in charge of changing the program if needed due to external factors. The Camp Coordinator offers and delegates activities to volunteers to operate.
6.	Pastoral Care Facilitator (PC)	Pastoral Care Facilitators attend camps as a support for the leaders attending camps. They can be approached to discuss any feedback, issues or concerns that leaders may have. They also run nightly debriefs on camps.
7.	Child Protection Officer (CPO)	Child Protection Officers assist with making child protection reports (mandated notification reports) and further information related to child protection issues.
8.	Camp Manager (CM)	The Camp Manager is in charge of overseeing the camp and can be approached about any feedback or information if required.



9.	Client Interviewer	Client Interviewers attend interviews and facilitate the interview, ask questions and gain information on the client being interviewed, as well as taking notes. The Client Interviewer needs to gain an understanding of the client's background and behaviour to enable sufficient information for camps.
10.	Volunteer Interviewer	Volunteer Interviewers facilitate volunteer intake interviews, asking questions and gaining information on the volunteer being interviewed. The Interviewer needs to gain an understanding of what the volunteer would like to achieve out of volunteering and the skills they can provide.
11.	Event Coordinator	Event Coordinators plan and run a specific event, from organizing a venue, budgets, donations, resources and running sheet.

For more information about our services and or placement options please visit our website www.eddiericecamps.org.au or contact us:

117 South Road Thebarton SA 5031
 Ph 08 8234 2937
 Fax 08 8234 1940

Email eddie@eddiericecamps.org.au
 Web www.eddiericecamps.org.au