**Functions, tasks, responsibilities**

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| **Category** | **Function/ Responsibility** | **tasks** |
| Team | Camplader | * Project management * Preparation, follow-up and moderation of meetings * Protocols * Team building * Team training * Set-up and dismantling of the camp (pre- and post-camp) * Management/ leadership of the team and the whole group * Support of the team * Management/ Administration * Planning/ organisation site, location, surroundings * Planning/ organisation Infrastructure * Clarification of legal situation (ownership, forest, right of way), permits * Information/communication with authorities, rescue services, neighbours, ... * Crisis and safety management * Reflection/ Feedback * Outlook / Planning / Thanks |
| Team | Leader of construction | * Rough construction planning * Coordination of building groups, * Construction overview (not involved in construction, supervising) * Possibly planning special constructions in advance (pool, bridges, ...) * Safety management, supervision of building regulations * Planning/ organisation of material (building material, infrastructure, ...) * Planning/organisation of dismantling and follow-up work |
| Team | Group leaders/ Persons responsible for camp program | * Planning/ organisation of daily and weekly programme, social and evening programme * Planning/ organisation Pedagogical content (life values, inputs, reflection) * Planning celebrations, visiting day,... |
| Team or External Person | Person responsilbe for promotion/ communication | * Planning/ Design/ Organisation Advertising * - Planning/ Organisation/ Administration/ Archiving of film/ photos * Social media management * Responsible person for press communication |
| Kitchen team | Camp cook | * Kitchen material * Menu planning (Note: incompatibilities, allergies, etc.) * hygiene concept * shopping facilities * Possible donations |
| Association | Coach | * Accompaniment and advice for campleader * Contact person in case of uncertainties, crises |
| Association | Cashier | * Budget * Accounts Receivable - Accounts Payable Management / Invoicing * camp finance / cash accounting / bookkeeping * final account * List of possible sponsors\* * Sponos ring letters\* * Letters of thanks |