**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
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| 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
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| 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,...
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| 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
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| Kitchen team | Camp cook | * Kitchen material
* Menu planning (Note: incompatibilities, allergies, etc.)
* hygiene concept
* shopping facilities
* Possible donations
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| Association | Coach | * Accompaniment and advice for campleader
* Contact person in case of uncertainties, crises
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| 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
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