

5 December 2014

RE: Request for Volunteers for HFNZ National Family Camp 2015

From 23-26 January 2015, HFNZ will be hosting a National Family Camp at Camp Keswick, located on Holdens Bay in Rotorua. The Camp is an educational long weekend for those families who have a child with a bleeding disorder aged between 0 to 10 years – with a fair bit of fun and relaxation mixed in. Catering to the whole family, this weekend is often considered the most important and helpful HFNZ event that parents attend. The theme for this year is Space!

HFNZ are looking for young, enthusiastic volunteers to help run our Kids Club (children aged 8-12 years), Mini-Kids Club (children aged 4 to 7 years) and Crèche (babies to 3 years). Coordinators will also be present for each programme, but we would really appreciate some extra people to help ensure these children have a fantastic time while their parents are learning all they can about raising a child with a bleeding disorder.

The volunteer job description gives further information on the help we need. A volunteer application is also enclosed. We are looking for approximately 24 volunteers in total (8 for the Kids Club, 8 for the Mini-Kids, and 8 for the Crèche).

In preparation for the weekend there is Leadership Training on Thursday 22nd January - afternoon and evening – it is preferable that all Youth Leaders attend. Please indicate your availability for this.

Thank you for considering this request. If you are available and keen – please return your Application Form as soon as possible.

Further information is available by contacting me at 03 371 7477 or colleen@haemophilia.org.nz.

Regards,

Colleen McKay
Camp Coordinator / Manager Outreach Service

HFNZ FAMILY CAMP 2015 - KIDS CLUB/CRECHE VOLUNTEER JOB DESCRIPTION

Responsible to: *Colleen McKay*
 Camp Coordinator

Responsibilities and Duties

1. Participate in Leadership Training on Thursday 22nd January afternoon / evening (this is preferable)
2. Assist in set-up of Kids Club / Crèche / Camp
3. Welcome and assist families upon arrival
4. Full participation in all Kids Club / Crèche / Camp activities
5. Participate in off-site activity, assisting families where needed
6. Participate in evening activities - Quiz Night, Star Gazing, Camp Disco making these activities fun for children and their families
7. Assist with clean-up of Kids Club / Crèche / Camp on Monday morning
8. Help out at Camp in other ways as needed i.e. Dining Room / Kitchen duties / cleaning Meeting Rooms etc

Knowledge and Skills Required

1. Ability to work as part of a **Team**
2. Loves to have **FUN**
3. Communicates effectively with children / young people
4. Prepared to immerse themselves in the Camp Programme and **participate fully** with children and their families
5. A 'can-do' attitude
6. Patient and caring towards children / young people
7. Planning - becomes informed about relevant camp activities
8. Keen to learn
9. Skilled in organization and logistics

The estimated time commitment required is as follows:

Thursday 22 January:	12:00noon – 9:00pm
Friday 23 January:	10:00 am – 9:00 pm
Saturday 24 January:	8:30 am – 10:00 pm
Sunday 25 January:	8:30 am – 10:00 pm
Monday 26 January:	8:30 am – 12:00 pm

Benefits/Rewards

1. A **FUN** experience
2. A chance to make happy Camp memories for the children in your care
3. All meals while at camp (breakfast, lunch, dinner)
4. Accommodation at camp if needed
5. Transportation to and from camp if needed
6. Recognition from HFNZ of their volunteer work / hours