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# ELIM FAMILY FESTIVAL



# WORKERS ROLES

## Job Descriptions

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## Admin Team

Team Leader:	Liz and Steve Robinson
Location:	Designated 'office' area behind Reception
Responsible to:	Duty Manager
Roles and responsibilities:	General camp admin + site planning Money counters Book keeper/buyer
Hours:	To be determined by the admin required each day
Equipment:	
Set up:	To be determined by the needs of the job at the time.
Set down:	Confirm all admin has been completed.

## Art Workshop

Team Leader:	Emma Greenwood and Victoria Barton
Location:	Designated area inside the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>Art workshop is an arts and crafts activity provided after each morning meeting and is intended for children under 12yrs although anybody can come. (Children under 5yrs are welcome but should bring their own grown up).</p> <p>This role requires workers to be present each morning and supervise the Art Zone area; to participate and lead each activity, and to support the children/young people who come to use this area.</p>
Hours:	<p>Art Workshop is open to all children for one hour a day from running from 11:00-12:00. You will be expected to arrive 30 minutes before the children come to make sure that the area is set up and to stay for 30 minutes afterwards to clean up. (Hours = 10:30-12:30 for all days)</p> <p>This area of work offers short shifts and is considered light work; if you choose this area of work you may be asked to double up into another role too.</p>
Equipment:	Equipment to be sourced and maintained by workers.
Set up:	The Art Workshop space will be built by the core set-up team during set up week. However, the Art Workshop team will be responsible for internal layout and getting it ready to open on the first full day of the Festival (Friday morning).
Set down:	<p>Art Workshop equipment will be packed up by all the team.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>All equipment for onsite storage to be loaded onto a pallet on the final Friday of camp after the last Art Workshop session. All Art Workshop team to assist.</p> <p>Core set-down team will dismantle the defined space.</p>

## Café Oasis and Tuck Shop

Team Leader:	Jill Jackson
Location:	Designated area inside the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>This role requires you to work in the Café Oasis on a shift system. You will be allocated to a small team where you will be expected to serve a range of hot drinks and snacks and take payments throughout the day.</p> <p>This is a great front line role for meeting and greeting, seeing new and regular faces, being friendly and getting to know people.</p> <p>Big smiles required at all times!</p>
Hours:	<p>There are 3 shifts to be covered throughout the day. Each shift is 5 hours in length. You will be expected to cover one shift per day and can expect 1 day off during the Festival.</p> <ul style="list-style-type: none"> <li>• 08:00-13:00</li> <li>• 13:00-18:00</li> <li>• 18:00-23:00</li> </ul> <p>You will be expected to arrive 30 minutes before the 08:00 shift starts to ensure that the Café is cleaned down, boilers/cookers etc... are on and working.</p> <p>You will be expected to stay 30 minutes after the 23:00 shift finishes to ensure that the Café is cleaned down, boilers/cookers etc... are switched off.</p>
Equipment:	Jill is responsible for ordering and purchasing all Café Oasis/Tuck Shop supplies.
Set up:	The Café Oasis/Tuck Shop space will be built by the core set-up team during set up week. However the Café Oasis/Tuck Shop workers will be responsible for internal layout and getting it cleaned and ready to open on the first day of the Festival (Thursday lunchtime).
Set down:	<p>Café Oasis/Tuck Shop equipment will be thoroughly cleaned and packed up by all Café Oasis/Tuck Shop workers.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>All equipment for onsite storage to be loaded onto pallets after closing on the final Friday of camp (be prepared to stay up late!). All Café Oasis/Tuck Shop workers to assist.</p> <p>Core set-down team will dismantle the defined space.</p>

## Celebration Team

Team Leader:	Iain Hesketh and Andy Lenton – celebration leaders
Location:	Designated Celebration Marquee
Responsible to:	Duty Manager
Roles and responsibilities:	Including musicians, sound tech's visuals Steward
Hours:	To be determined by celebration team
Equipment:	
Set up:	
Set down:	

## Cleaners – toilets and showers

Team Leader:	None – but report to reception. The team generally find each other (with our help) and they then decide a rota between themselves. Reception will help with this.
Location:	Gents, Ladies and Disabled toilet/shower blocks in the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>The Hub is the central space where people gravitate to eat, hang out, relax, unwind, play games; it's also where God Tots, Crèche and Reception are. This is often a visitors' first impression of the Festival.</p> <p>Many people base their judgment and decide whether or not they will ever come back solely on the state of the toilets. This means that this area of work is one of the most vital at camp as it is a deal breaker for many of our guests.</p> <p>Our toilet and shower facilities must be clean and well stocked at all times. Don't forget the disabled shower and toilet too.</p> <p>You will be responsible for cleaning the showers (including the hair traps) each day. Cleaning the toilets and sinks. Making sure there is plenty of toilet paper and hand towels, emptying the bins and washing the floors down.</p>
Hours:	<p>For obvious reasons first thing in a morning is very busy. It may be necessary to call in at 7:30am to make sure that the toilet rolls are all topped up!</p> <p>Showers need cleaning at least once a day (Gents, Ladies +Disabled).</p> <p>Toilets need cleaning at least once a day (Gents, Ladies +Disabled).</p> <p>Floors need cleaning at least once a day (Gents, Ladies +Disabled).</p> <p>The toilet paper and hand towels will need topping up at each meal time and the bins emptying (Gents, Ladies +Disabled).</p> <p>Cleaning team to organise how this is done.</p>
Equipment:	<p>Supplies are provided by the Festival Camp.</p> <p>Reception hold the keys to the cleaners' cupboards.</p> <p>Orders/equipment requests to be made at reception.</p>
Set up:	Toilets to be ready to use by start of camp (Thursday lunchtime) when guests start arriving.
Set down:	N/A

## Cookhouse

Team Leader:	Sandra Hutchinson
Location:	Kitchen marquee
Responsible to:	Duty Manager
Role and responsibilities:	<p>This is a massively important role within camp.</p> <p>The Hub is the central space where people gravitate to eat, hang out, relax, unwind and play games; it's also where God Tots, Crèche and Reception are and is often a visitors' first impression of the Festival.</p> <p>Having a catered option is great because it brings a real sense of community between people. However each year we cater for people 3 times a day, which takes a lot of organising and a lot of cooking!</p> <p>There is a lot of fun to be had working in the cookhouse with a real sense of camaraderie on the team and is an excellent way of getting involved and really getting to know a great group of people.</p> <p>You will be expected to prepare and cook one meal per day + wash up any cooking pots/pans your team have used. Don't worry, you don't have to be a great cook, you just have to be able to follow your team leaders instructions.</p>
Hours:	<p>Breakfast has a small dedicated team who only work on the breakfast shift. If you get up early and would specifically like to work on this team please request this shift. The other meals are covered by three teams.</p> <p>You will be expected to work the morning shift one day 9:00-13:00 (making lunch), the afternoon shift the next day 13:00-18:00 (making the evening meal) and then have a day off.</p> <p>Each shift usually lasts between 4 and 6 hours - you will not be given any other role at Festival if you are on this team.</p>
Equipment:	All equipment to be supplied by the Festival.
Set up:	N/A – report to the kitchen to find out which team you are on and when you are required to arrive and prep for your first meal.
Set down:	<p>Cookhouse equipment will be thoroughly cleaned and packed up by all Cookhouse workers.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>All equipment for onsite storage to be loaded onto pallets after the evening meal on the final Friday of camp. All Cookhouses workers to assist.</p> <p>Core set-down team will dismantle the defined space.</p>



## Rainbow Tots

Team Leader:	Elizabeth Hill
Location:	Designated area inside the Hub
Responsible to:	Duty Manager
Roles and responsibilities:	<p>To look after, pray for and play with all children who enter Rainbow Tots/creche.</p> <p>To help with craft activities, singing and story time.</p> <p>To attend planning meetings before camp and during camp.</p> <p>To help set up/tidy up before and after sessions.</p> <p>Be a welcoming face to all children and parents and to ensure that all information about a child has been passed on to the relevant person</p> <p>To ensure that all risk assessment's and safe guarding procedures have been read and adhered to.</p>
Hours:	<p>To be at rainbow tots from:</p> <p>9.30am-11.45am</p>
Equipment:	Equipment is provided by Elim camp, some equipment is borrowed from Huddersfield Elim
Set up:	To help set up on the Saturday before camp starts and on the Wednesday afternoon and Thursday morning of camp.
Set down:	<p>All Equipment must be wrapped up ready for storing, to be loaded onto pallets if staying on site or to be returned to Huddersfield Elim.</p> <p>ALL helpers are expected to help set everything down on the last Friday afternoon of camp.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>Core set-down team will dismantle the defined space.</p>

## Shining Stars

Team Leader:	Natasha Jamieson
Location:	Designated area inside the Hub
Responsible to:	Duty Manager
Roles and responsibilities:	<p>Attend 1 or 2 planning meetings prior to Elim Festival (usually January and May) **</p> <p>Take part in planning the theme of the group and take responsibility for planning and delivering one session, including being responsible for resourcing the craft with a given budget (this may be via email/ skype). Familiarise themselves with the risk assessments in place and safeguarding procedures prior to the festival beginning</p> <p>Attend the whole team meeting on Thursday afternoon.</p> <p>Lead the team in a morning devotion time which will prepare us spiritually. **</p> <p>Be a good team player, being willing to undertake any activities that are necessary for the safe and smooth running of the session, for example, tidying away after craft, toileting children as necessary.</p> <p>Be sensitive to the needs of the children and provide support as necessary, for example, comforting upset children, encouraging children to join in with the activities, being a good role model and encouraging positive behaviour.</p> <p>Be a positive role model on the field! The children are watching us ;-)</p>
Hours:	Arrive to the team area at 9am each day and stay at the end to tidy away and set up for the next day till at least 12 noon.
Equipment:	<p>Equipment supplied by Elim Festival. There will be a set budget for each day for the day's leader to provide materials necessary for the implementation of their planning.</p> <p>Each team member asked to contribute half the cost of their tshirt. **</p>
Set up:	Help to set up the area on the set up Saturday or Wednesday. **
Set down:	<p>All team members to help to tidy away the area once the final session has finished. All equipment for onsite storage to be loaded onto pallets after the final session.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>Core set-down team will dismantle the defined space.</p>

\*\* not essential but helpful to have if possible!

## Hub Cleaner

Team Leader:	No team leader but report to reception should anything be needed.
Location:	The outside Potwash area and inside the Hub (not the toilets/showers)
Responsible to:	Duty Manager
Role and responsibilities:	<p>The Hub is the central space where people eat, hang out, relax, unwind, play games; it's also where God Tots, Crèche and Reception are. It is vital that this area remains clean and tidy as this is often a visitors' first impression of the Festival.</p> <p>All bins will need emptying, tables wiping down and litter putting in the bins (general housekeeping and tidying up).</p> <p>Any items found are taken to lost property at Reception, and any games left out will also need to be returned to Reception.</p>
Hours:	<p>You will be responsible for doing 4 sweeps across the outside Potwash area and inside the Hub each day.</p> <ul style="list-style-type: none"> <li>• Before breakfast</li> <li>• After lunch</li> <li>• After the evening meal</li> <li>• As the Hub closes at around 23:00.</li> </ul> <p>This is a vitally important job as the Hub is our central zone and we want it to be the best place possible for all at the Festival.</p>
Equipment:	<p>Supplies are provided by the Festival Camp.</p> <p>Reception will hold the keys to the cleaners' cupboards.</p> <p>Orders/equipment requests to be made at reception.</p>
Set up:	The cleaners' space will be built and stocked by the core set-up team during set up week.
Set down:	<p>Hub cleaners: cleaners area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>Core set-down team: to dismantle the defined space and all equipment for onsite storage to be loaded onto pallets after the close of Camp.</p>

## Junction Team

Team Leader:	Andy Pearsons
Location:	Designated Junction Marquee
Responsible to:	Duty Manager
Roles and responsibilities:	<p>Throughout the duration of Elim Festival a member of the Junction team will be required:</p> <p>To lead alongside another leader a small group discussion each morning. This will mean getting conversations going surrounding the topic we are looking at and being enthusiastic about the discussion.</p> <p>To be able and willing to pray with members of Junction during response time and whenever the opportunity might arise throughout the week.</p> <p>Build relationships with the Junction members through spending free time with them talking and playing games.</p> <p>Attend all our meetings including prayer meetings before our main gatherings.</p> <p>To be willing to be used to host meetings, take part in leading ice breakers, serve in the worship group if asked and if asked to preach in the evening meetings.</p> <p>To help serve in the Junction café and to adje the junction village.</p> <p>To help keep the Junction venue clean and tidy and generally be conscientious in looking for jobs to be done.</p>
Hours:	<p>Morning Prayer meeting 8:00-8:30am</p> <p>Morning meeting 10:30 -12:00</p> <p>Evening session 19:15 – 21:30</p> <p>After Hours 21:30 – Midnight</p>
Equipment:	Equipment will be provided by the Festival and brought by leadership team.
Set up:	Junction to be set up early during set up week and systems in place ready for arrival of Junctioners on the Thursday morning.
Set down:	<p>Junction equipment will be packed up by <b>ALL</b> of the Junction team starting Friday night finishing off Saturday morning. Area to be left clean and tidy, with all rubbish disposed of in the skip. All equipment for onsite storage to be loaded onto a pallet on the final Friday evening of camp. <b>ALL</b> Junction workers to assist.</p> <p>Core set-down team will dismantle the defined space.</p>

## Live Set Team

Team Leader:	Bex Wilson
Location:	Designated LiveSet Marquee
Responsible to:	Duty Manager
Roles and responsibilities:	<p>Liveset is the meeting venue for 12-15 age group and hosts a crammed programme featuring The Rumble, guest speakers, the Liveset band, day trips, evening entertainment and games that induce madness and mayhem. It's fun, faith-filled and we make a righteous noise in worship. We equip and encourage young people through the Word focussing on issues relevant to where they are at.</p> <p>Jobs will be assigned within the team according to giftings which may include: leading worship, leading small groups, preaching, leading games and praying for young people.</p> <p>All team members are expected to be faith role models, have patience and, as with any youth work, a sprinkling of wisdom is also a must.</p>
Hours:	<p>All team members are expected to meet for debriefing and prayer at 4:45pm each day and be at the venue for 9:50am each morning.</p> <p>Team members will have a day off over the period of the festival.</p>
Equipment:	<p>A heart for God, a Bible (or at least the app) and £12 to buy a hoody. Sweets help too. And chocolate. Definitely chocolate...</p>
Set up:	<p>We ask that all members of the team arrive by Wednesday to learn The Rumble, discuss the final details and pray together. There are 1-2 meetings throughout the year depending on your role.</p>
Set down:	<p>All staff to set down after the session Friday night - then return to remove and pack equipment on the Saturday. To stay until the marquee is empty and cleared.</p>

## Diner

Team Leader:	Dave Pickering
Location:	Designated area inside the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>The Moonlight Diner is open every night after the evening meeting - this means that you will not be able to go to all of the evening meetings.</p> <p>You will be expected to cook and serve a range of hot foods and take payments; you will also be expected to clean the Moonlight Diner before opening and after closing each day.</p> <p>This is a great front line role for meeting and greeting, seeing new and regular faces, being friendly and getting to know people.</p>
Hours:	<p>The Moonlight Diner is open every evening from 21:00-23:00. You will be expected to work each evening.</p> <p>You will be expected to arrive at the Diner at 19:30 (when the evening meeting starts) to ensure that the Diner is cleaned down, boilers/ cookers etc... are on and working and the food is prep'd.</p> <p>You will be expected to stay 30 minutes after the 23:00 shift finishes to ensure that the Diner is cleaned down, waste is cleared and the boilers/ cookers etc... are switched off.</p>
Equipment:	Dave Pick is responsible for ordering and purchasing all Moonlight Diner supplies.
Set up:	The Moonlight Diner space will be built by the core set-up team during set up week. However the Moonlight Diner workers will be responsible for internal layout and getting it cleaned and ready to open on the first full day of the Festival.
Set down:	<p>Moonlight Diner equipment will be thoroughly cleaned and packed up by all Moonlight Diner workers.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>All equipment for onsite storage to be loaded onto pallets after closing on the final Friday of camp (be prepared to stay up late!). All Moonlight Diner workers to assist.</p> <p>Core set-down team will dismantle the defined space.</p>

## Washing Up Co-ordinator

Team Leader:	There is no team leader for this. The team meet together and arrange who will work when. You can find out who the rest of the team are from reception.
Location:	Potwash marquee
Responsible to:	Duty Manager
Role and responsibilities:	<p>Not a glamorous job but a vital one nevertheless.</p> <p>People need to clean their plates but like sheep, they need direction and a fresh supply of warm water soapy.</p> <p>The Pot Wash Supervisor requires you to man the sinks outside; to ensure there is order and that the water is changed regularly after each meal.</p> <p>You will also be required to make sure that there are enough tea towels to cover each meal and take dirty tea towels to the person who washes the laundry. (Liaise with this person and work out a system).</p> <p>By ensuring that this system is smooth and effective, that the water is hot enough and the area kept clean we have been able to significantly reduce sickness spreading across the site. (VITAL)</p> <p>The Hub cleaners will support this area by making sure the bins are emptied regularly.</p>
Hours:	<p>Required for approximately 30-60 minutes after each meal</p> <ul style="list-style-type: none"> <li>• 09:00</li> <li>• 13:00</li> <li>• 17:30</li> </ul>
Equipment:	All equipment to be supplied by the Festival.
Set up:	<p>Report to the Potwash area at the beginning of the first meal.</p> <p>You will need to locate washing up bowls, liquid clothes and tea-towels</p>
Set down:	<p>N/A</p> <p>Core set-down team will dismantle the defined space.</p>

## Power Kids Team

Team Leader:	Sarah and Mark Stone
Location:	Designated Power Kids Marquee
Responsible to:	Duty Manager
Roles and responsibilities:	<p>Power Kids workers are expected to look after, entertain, teach and disciple, children aged 6-11.</p> <p>It will involve prepping and delivering activities, games, talks, stories, dramas, actions, prayers etc. We would seek to use your talents to best serve the group!</p> <p>Workers will need to be patient, flexible, helpful, ready to serve and willing to work as a team. They will need to be attentive to the children, ready to listen, encourage and have fun with them!</p>
Hours:	<p>9.30 – 11.30 am</p> <p>6.45 – 9.30 pm</p> <p>We may need to prep activities at other times during the day and there will be an after-hours camp fire.</p> <p>I am willing to discuss a worker only doing one meeting a day if their circumstances make that necessary.</p>
Equipment:	Workers may be asked to bring relevant equipment if they are asked to run an activity. The rest is provided.
Set up:	Where possible the team is asked to help with set up.
Set down:	<p>All of the team is expected to help with set down on Friday until lunch time and again on Friday evening after the meeting. All equipment for onsite storage to be loaded onto a pallet.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>Core set-down team will dismantle the defined space.</p>



## Reception Team

Team Leader:	Jill Rowlands
Location:	Inside the entrance to the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>The Hub is the central space where people gravitate to eat, hang out, relax, unwind and play games; it's also where God Tots and Crèche are. This is often a visitors' first impression of the Festival.</p> <p>Reception is the centre of all life at Elim Festival, here the team deal with onsite bookings, general enquiries and problem solving, taking outstanding monies, managing lost property and overseeing Hub games/sports.</p> <p>Reception staff also actively encourage young people lurking in the Hub when required to be in meetings to go to their respective venues.</p> <p>To be on the reception team you need to be well organised, be comfortable working under pressure, and able to retain a lot of information. All this whilst smiling and remaining personable at all times.</p> <p>The reception team are the facilitators – anticipating issues and ensuring the right people to respond to each problem they encounter.</p>
Hours:	<p>Reception is manned from 09:00 – 19:30 every day.</p> <p>It is possible to do this in 10½ hr long days, or shorter 5hr shifts. A team rota will be organised to suite needs</p>
Equipment:	All equipment to be supplied by the Festival.
Set up:	N/A – Reception to be set up early during set up week and systems in place ready for arrival of workers on the Wednesday evening before camp officially starts.
Set down:	<p>Reception equipment will be packed up by all Reception workers.</p> <p>Area to be left clean and tidy, with all rubbish disposed of in the skip.</p> <p>All equipment for onsite storage to be loaded onto a pallet on the final Friday evening of camp. All Reception workers to assist.</p> <p>Core set-down team will dismantle the defined space.</p>

## Welcome Team

Team Leader:	
Location:	Welcome van at entrance to site
Responsible to:	Duty Manager
Role and responsibilities:	<p>Lots of people on and off site means there are lots of people to keep tabs on.</p> <p>The full Welcome team is required to be on duty on the first day of camp (Thursday) to ensure that all arrivals are booked in and directed to correct pitches – liaise with reception. Essential for a smooth start!</p> <p>The site opens to visitors each day at 9am, no visitors to be allowed on site before this time. The site closes to visitors at 23:00, with all visitors off site. Welcome team to oversee this process and taking visitors fees.</p> <p>The Welcome team will also be responsible for checking guests on and off site, escalating issues of concern to the Duty Officer team.</p> <p>The Welcome team will be expected to ensure that night rules are applied (visitors off site by 23:00, camp curfew at 24:00) and to support the Duty team with any “on the field” issues and questions that arise during the Festival. Security will also manage the radio system on site.</p> <p>A vital role that is always understaffed. Your hard work is greatly appreciated.</p>
Hours:	The shift patterns and times are determined by team numbers each year.
Equipment:	All equipment to be supplied by the Festival.
Set up:	Systems in place and know what to do by start of camp (Thursday lunchtime) when campers start arriving.
Set down:	Welcome team to inventory all equipment and pack van up ready for onsite storage. All welcome team to assist.

## Sports and Entertainments team

Team Leader:	Mike Reid and Jess and Darren Sandy
Location:	Meeting point = the Hub
Responsible to:	Duty Manager
Role and responsibilities:	<p>This role requires you to be on the team that attends, organises and co-ordinates all of the sports and recreational events across the festival.</p> <p>It is a fun active role for people who enjoy sports and can organise large events well.</p> <p>The sports team organise many events spanning different age ranges including a football tournament, bouncy castles and the hire and use of a climbing wall.</p>
Hours:	<p>You will be required to oversee Festival activities during the day when the core meetings are not on. (11:00 – 17:00).</p> <p>Please report each day to Mike Reid in the Hub at 11:00 to be allocated your activity for that day.</p>
Equipment:	<p>Hub activity equipment to be held at reception (games, badminton, snooker).</p> <p>All other equipment to be managed by the Sports Officer Team, please see Mike Reid if more equipment needs to be purchased.</p>
Set up:	The Sports equipment will be kept in the cleaners' space which will be built by the core set-up team during set up week.
Set down:	<p>All sports equipment to be packed away by the team. All equipment for onsite storage to be loaded onto a pallet.</p> <p>Core set-down team: to dismantle the defined space and all equipment for onsite storage to be loaded onto pallets after the close of the festival.</p>