

## **Responsibilities and Roles on Children's Courses**

### **Activity Leader**

- Liaise with CCT or CC Committee to agree on what activity you will offer.
- Purchase or arrange the purchase of any materials necessary, and bring them to the course. (Agree expenditure first, find out how much is needed, how many children, etc. Submit expenses claim.)
- Prepare and set up the activity at the course site.
- Explain and carry out the activity with groups of children.
- Clear away after the activity – get help if necessary, from the children if time permits.
- One or two activity leader/s might be responsible exclusively for lunch and break-time games so that the group leaders can rest and the children are still supervised.
- Meditate during the same sessions as the children, sitting behind the children.

### **Group Leader**

- Be responsible for the pastoral care of a designated group of children. Children will be grouped according to age.
- Male group leaders will be responsible for boys, female group leaders for girls.
- Look after the children's comforts and check they have everything they need eg warm bedding, toiletries etc. Show the children to their rooms on arrival and help them settle in.
- Be with the group of children, or know where they are, at all times.
- Take rest if necessary during activity periods, if the activity leader can manage the children alone. Otherwise, take part in the activity with the children.
- Maintain the good discipline and behaviour of the children in your group, remind them of their agreement to behave appropriately. Remind them about their precepts.
- Serve the children with their food and drinks and sit with the children in your group to eat.
- Except for water, see that the children only take food and drink at designated meal or refreshment times.
- Accompany the children to their rooms at 8.45 pm, help as needed, and settle them down.
- Return to the hall for meeting or evening Metta at 9.15 pm. After this meeting, check the children again.
- Sleep within the area where the children are.
- Attend to any disturbances during the night, eg if the children come out of their rooms.
- Make sure the children in your group know where you are, especially during the night.
- Check with the CCT whether any children in your group have health requirements eg asthma, allergies.
- Wake up the children at 7.00 am, help them get ready as needed and bring them quietly to the activity session at 7.30 am.
- Meditate during the same sessions as the children, sitting behind the children.
- Bring them quietly to the hall for meditation sessions. Give them 5 minutes notice so they can be ready, go to the toilet, etc.
- In case of any difficulty with a child, notify the CCT.

### **Course Manager (one male, one female – more in case of larger numbers)**

- Register the children on arrival.
- Give the introductory talk.
- Have an overview of the course, liaise between course and kitchen teams, see that meal times and activities run smoothly. Support group leaders in maintaining discipline and address any behaviour issues.
- Bring the children to the hall for checking, in male/female groups of old and new students.
- Show the children to their seats in the hall on the first evening, according to the seating plan provided by the CCT.
- Sit at the front of the hall.
- Keep discipline in the hall before and during meditation sessions – ask the children to be quiet, remind them to close their eyes, ask them to sit up if they lie down, etc. Do this by gestures or by walking up and down the aisle if necessary.
- Organise gong ringing – by adults or old student children.