

Regional Camp Leader Training Workshop

REPORT

**Held at Rainbow Africa Trust
Livingstone-Zambia**



2nd to 6th May 2005

**Co-organized by Youth Association of Zambia and
Germany Technical Cooperation, Zambia**

**YAZ, P.O Box 31852, Eureka House, Freedom Way,
Lusaka**

*Compiled and Prepared by Evans Musonda- BA (HON) Youth and Community Work,
and Susan Ingombe*

TABLE OF CONTENTS

	Page
List of Abbreviations.....	i
Acknowledgements.....	ii
1.0 Introduction.....	6
2.0 Workshop Objectives.....	7
3.0 Participants Expectations.....	7
4.0 Contribution and Expertise.....	7
5.0 Working principles.....	8
6.0 Challenges and Landscape of Volunteer Service.....	8
6.1 Challenges of volunteer service in Africa.....	8
7.0 Information market Stand.....	9
8.0 Common Strength, Challenges and Organisation profiles.....	9-16
9.0 Roles and Task of camp Leader.....	17
9.10 Skills and behavior in Participatory camp leadership.....	18-19
10.0 Conflict Resolution and Intercultural learning in Volunteer service....	19-20
11.0 Motivation and Interaction of National and International Volunteers..	21
12.0 Peer Counseling in International Voluntary work.....	22-23
13.0 Gender and Sex roles.....	23-25
14.0 Interaction and Cooperation with local project Partners logistics.....	26
15.0 Security and Accident Prevention.....	26-27
16.0 Healthy and Hygiene.....	27-28

17.0 Volunteering and participation in national Youth Policies.....	29-30
18.0 Public relations and media work.....	30-34
19.0 Management and facilitation of study programmes.....	35-36
20.0 Monitoring and Evaluation of Work and Study Camps.....	36-37
21.0 Camp Leader Evaluation.....	37

Annexes

List of participants	38-39
Workshop Programme	40-41

List of Abbreviation

KVDA	-	Kenya Voluntary Development Association
GTZ	-	Germany Technical Cooperation
NVWA	-	Namibia Voluntary Workcamp Association
YAZ	-	Youth Association of Zambia
ZWA	-	Zimbabwe Workcamp Association
CTYA	-	Contact Trust Youth Association
SYA	-	Solwezi Youth Alive
NYDC	-	National Youth Development Council

Acknowledgements

YAZ would like to express its earnest gratitude to all its partners who contributed to the accomplishment of the Regional Camp Leader Training workshop held at rainbow lodge in Livingstone.

Many thanks to following partners whose contribution can not go without their mention:

- Germany Technical Cooperation- Zambia for financial and technical support.
- Germany Technical Cooperation- Moscow for vital information and facilitation
- Germany Technical Cooperation- Zimbabwe for educative information and facilitation
- To all Youth NGOs from Namibia, Zimbabwe, Kenya and Zambia that participated in the training.

From YAZ management we are pleased with your remarkable and valuable contribution and enthusiasm during the period of the training.

1.0 Introduction

This report is a summary of camp leader training workshop discussions and presentations held from the 2nd to 6th May 2005 at Rainbow Lodge in Livingstone Zambia.

The workshop brought together 20 participants from youth organizations, GTZ and government. The workshop drew participants from four countries namely Zimbabwe, Zambia, Namibia and Kenya.

Voluntary service organisations in Southern Africa were facing so many challenges in managing volunteers. One of the challenges was how to motivate volunteers for programme continuity and sustainability. It was observed that voluntary organisation in Southern Africa were lacking capacity in resource mobilization, camp leadership and volunteer management. Only a few voluntary organizations in the region were better placed with skills and resources to manage volunteers effectively.

This has contributed to poor performance and high turn over in most of the voluntary organizations. The end result has been poor service delivery and closing up of some voluntary organizations.

The consensus at the 2004 SAWC meeting in Botswana resolved that since most of the members were facing similar challenges, a regional training would be appropriate to meet the needs of the member organizations.

It is against this background that the a regional volunteer and camp leader management training for all SAWC members and partner workcamp networks in East Africa was conducted to build capacity in member organizations.

The Regional Volunteer Management and Camp Leadership Training was a platform for injecting new ideas, value and skills in voluntary organisation in the region. It also encourage sharing of best practices in the implementation and management of workcamps. Voluntary organizations acquired skills to over come challenges in motivating volunteers hence contributing to volunteer retention and effective camp leadership.

2.0 Workshop Objectives

1. To promote networking among African Youth services and NGOs.
2. To share educational, technical and political knowledge on volunteering.
3. To reflect individual leadership skill and practice new learning methods.

3.0 Workshop Expectations, Hopes and Fears of the Camp

- Expect to learn about the leadership qualities
- To discover my leadership and understanding its benefit to youth work
- Learn how to effectively disseminate information to the youths
- Acquire camp leadership skills, hope to have a good time and I fear that I may not achieve my expectations
- Expect to gain knowledge on strategies concerning youth participation and contribution
- Expect to interact in a free and friendly environment and enjoy Livingstone.
- Expect to receive adequate information on Best practices of Youth Camps
- Expect to make contacts
- Learn about Youth activities in other countries
- Intercultural Learning and international Cooperation

4.0 Contribution and Expertise to the Camp

- Share experiences on youth work and workcamps management
- Information on leadership styles in youth Organizations
- Experience in organization management and youth camps in Russia and Germany
- Mainstreaming HIV/AIDS into youth programmes
- To share different methods of facilitation
- External views on volunteering and NGOs, Organization Development skill
- Knowledge and skill in resuming workcamps in the SAWC region and South to South Exchange
- Experience in workcamps and profession
- Active participation and exchange Organization profiles
- Share Information about Livingstone District and Experiences about the previous workcamps
- Contribute to Information on youth development in Zambia and the sub region

5.0 Working Principles

- Respect of each others opinion
- Participants shall Speak through the chair
- No going out of the workshop venue without permission
- Observe time

6.0 Challenges and landscape of Volunteer services regional and International

By Evans Musonda, Zambia and Ratherford Mwaruta, Zimbabwe

Who is a volunteer?

A volunteer is person who invests time, skills, energy, social relations to address collective and public problems and find solutions without receiving any payment.

Voluntary Service and Volunteers

- Voluntary service organizations in Africa depend entirely on the use of volunteers.
- Volunteers are a source of hope and strength to voluntary service organizations
- Volunteers give their time and energy towards meeting organization goals

6.1 Challenges of volunteer service in Africa

- HIV/AIDS among the energetic youths
- How to motivate volunteers
- High turnover of volunteers due to lack of motivation
- High poverty levels among the volunteers
- No government policy framework to reward and protect volunteers.
- Reluctant by parents/guardians to allow their children to participate in voluntary work. Conflict of time for personal and organization work
- Financial constraints to carry on with voluntary work
- Mistrust among members and organizations
- Communication within and outside the organization
- Conflicts in home countries
- These challenges are similar across the continent of Africa.
- This hampers the growth and survivor of voluntary service organizations

7.0 Information Market stands

The participating organisations were given an opportunity to exhibit information about their activities. This gave organisations chance to know about other organisations both in the region and as well as at country level. The info-market facilitated networking among the organisation which attended the workshop. For example, possible partnership between Zimbabwe Workcamp Association and GTZ- Zimbabwe was discussed with the representatives of the two organisations. Local organisation in Zambia built alliances with organisations such as Kenya Voluntary Workcamp Association, Namibia Voluntary Workcamp Association and Okakarara of Namibia.

8.0 Common Strength, Challenges and Organizational Profiles

The facilitator led the participants in this session by a sharing of individual organisational profiles and SWOT which were later clustered into a common SWOT.

Below is a compiled list of Strengths, Weaknesses, Opportunities and Threats as was identified by individual organizations present.

Strengths

- Operating on structured documents and are Registration with Government
- Focused and committed Volunteers
- Some organizations have Infrastructure for office space and the resource centre
- Good Organization Corporate image and Strong collaborations Good networking with stakeholders in all sectors of Society with the community being the direct beneficiary
- Availability of funds from the broad resource base, which attracts more donor funding from dedicated Cooperating partners who offer Good Funding particularly for GTZ which sources its funds from German Government Public fund
- Many projects have been implemented in many countries by trained facilitators and professional youth workers from different cultures who undergo capacity building and work as teams in different development Agencies.

Opportunities

- Participation in Programmes building by state, Government and Civil Society in many countries
- Donor and community harmonization and partnerships with like minded institutions regional and worldwide
- Camps getting more international and act as a possibility to get new youth Organization members
- Regular South-South, South-North Exchange
- Recognition of Volunteer in the National Youth policy
- Focus is on Youth programmes

Weakness

- Inadequate financial and other resources
- Lack of volunteer and staff motivation
- Gender imbalance
- Low of active participation by community
- Mobility to monitor and evaluate projects
- Lack of office/ operating space
- Individual professional work set ups
- Dependence on donors
- Depending on few donors funding
- Other organizations focus on well educated youth
- Focus raising through accounts and transparency
- Pioneer Camps
- Some organizations are dependent on domestic development foreign policy
- Bureaucratic and Silo thinking between programs

Threats

- High turnover of volunteers
- Inconsistent flow of funding from our major donors
- Lack of friendly environment and Political Interference particularly for the Zimbabwe NGO Government Bill.
- HIV/AIDS, Poverty and illiteracy levels among Youth
- Donor Regulations
- Low levels of networking
- Misinterpretation of aims and objectives
- Volunteers North exchange of workcamps
- Destination from Africa to Asia and Latin America
- National Youth Program
- Small interest in volunteer work with only interest in fun and not work
- Highly competitive Market

- Low donor interest in youth promotion
- Internal economic pressures

Organizational Profiles.

1. Contact Trust Youth Association Livingstone

Mission.

To improve the quality of life of youth between the ages of 10 to 24 years through promotion of quality information on reproductive health, civic education, environment so as to attain some social and economic empowerment.

Target Group: 10 to 24 years.

Activities

1. Provides training through workshops, recreation activities and facilities, reproductive health, civic education and entrepreneurship trainings.
2. Community sensitization
3. Talent promotion
4. Coordinate community Based Youth Organizations (SECT-Y.A)
5. Maramba Youth Centre

Geographical Outreach: Livingstone District

Membership

- 8 members in the secretariat
- 30 to 60 members in each six Chapters
- 7 members of the advisory board.

All the members are volunteers

Funding Sources

- GTZ, Misereor and DED
- International HIV Alliance
- PACT Zambia- 7 Choices
- Income Generating Activities.

2. German Technical Cooperation Zimbabwe

Information and Communication for HIV and AIDS project. It works with AIDS service Organization in 8 provinces.

Activities

- Prevention
- Care and Support
- Mitigation
- Orphan Care
- HIV/AIDS in the Workplace
- Capacity Building in Monitoring and Evaluation

Youth Association of Zambia Y AZ

Mission.

To create a better future for youth and work towards a society where youths are empowered to develop their potential and creativity as dynamic members of society and to participate fully at every level of decision and development levels both individually and collectively.

Target

- Youth between the ages of 18 to 30 years
- Children under the age of 17

Core Activities

- Youth Work and study camps
- HIV/AIDS youth Awareness and Counseling
- Child Rights Awareness
- Small Business Initiative for youth
- Civic Awareness and Education
- Environmental Conservation
- Democracy and Good Governance
- Gender Awareness and Development
- International and Local Exchanges
- Poverty Reduction Campaign.

Geographical Outreach

- Lusaka Province
- Copperbelt province

- North-Western province
- Eastern province
- Northern Province
- Central province
- Southern province

Membership

- 800 members drawn from youth and child projects.
- Project stakeholder membership

Major Funding Sources

- German Development Service –DED
- German Technical Cooperation
- SIDA Sweden
- Concordia O’Brien-UK

3. Youth Alive Solwezi

Mission

We are pro-life organization and shall promote positive behavior Change, attitude, health state of mind, spirit among youths.

Target Groups

Children, youths, parents and community

Core Activities

- BCP workshops
- Life Skills Training
- Community Outreach through drama and music
- On-going formation
- Adventure Unlimited (AU)
- Counseling

Geographical Outreach: North-Western part of Zambia.

Members and Volunteers: 96 volunteers In only 70 activities.

Funding Sources

- CHAZ

- CRAIDS
- HIV/AIDS Alliance
- PACT Zambia
- ZNAN

4. Namibian Voluntary Workcamps Association

Vision

We envision our association to be a catalyst for change in our respective communities in fostering a great sense of civic responsibility and good governance through volunteer services and workcamps.

Target Groups

- In and out of School youth
- The hungry and homeless
- Senior citizens
- People with special needs
- Community at large

Core Activities

- All other projects deemed necessary by stakeholders and community members
- Upgrading of existing community projects
- Cultural, social lectures and events
- Establishment of food banks
- National unit and good governance speak outs
- Eco tourism / nature conservation
- Mentor program for youth.

Geographical Outreach

- Vast potential
- Solid modern infrastructure
- Diverse traditional cultures
- South of Namibia
- Friendly people
- Rich in resources
- Sunny

Stakeholders and Funding Sources

- Educational institutions
- Local Business houses

- Humanitarian and charitable organizations, institutions and personalities
- Community members
- Fraternal Organizations
- Local, regional and National Government.

5. Zimbabwe Workcamps Association

Mission

To assist with community development as well as promotion of international understanding through voluntary services.

Target Group

Everyone above the age the age of 16, female or male, irrespective of nationality, religion, race, political view or educational qualifications and must be in good health.

Activities

- Training programme
- Exchange programmes North-South, South –North exchange
- Promotion of national regional and international understanding through voluntary services
- Workcamps program and study tours

Geographical Outreach: National

Membership: 1227 members

338 Active members

Funding Sources: MS Zimbabwe, North Volunteer, German Government

6. GTZ Russia

Mission Statement

To support empowerment of youth especially civil society organizations through their own

Target

Youth in urban and rural areas, ethnic minority youth

Core Activities

- Capacity building in youth network promotion
- Youth work and study camps
- Training systems for multipliers
- Health Promotion among youth through exchanges

Geographical Outreach: Russia, CIS

Partners: MoE, RF, MoHRF, Federal and Local youth Organization

Funding

Ministry of Domestic Affairs, Ministry of Family, Youth and Women Affairs

7. German Technical Cooperation, Project Promotion of Youth in Zambia

Mission.

To contribute to the underprivileged youth and their participation in development

Target Group

Youth workers of Government organizations and Non Governmental Organizations

Core Activities

- Policy Development with monitoring and evaluation
- Organization development
- Network promotion
- Domestic and international Exchange
- Social research and Training

Geographical Outreach: National, North –Western Province, Southern province,

Funding

Ministry for Economic Department, Foreign Office, National Youth Plan, Misereor

9.0 Roles and tasks of Camp leader

By Susan Ingombe and Evans Musonda

The following were said to be the Roles of the camp leaders categorized as those carried out before, during and after the camp.

Before: The camp leaders should be able to prepare for free time, health, meals programs, study sessions, and motivation to participants. There are many other aspects to be looked into depending on the type of the camp.

During: Mentor, Maintain order in the camp, Trainer, should not show favoritism, Care taker, act as a security officer, role model, Arbitrator, be an advisor, be able to monitor, Organize camp study part, motivate participants, act as a facilitator, be a counselor and respect each participants rights.

After: The camp leaders should ensure they ensure they evaluate the program and write a report after the camp is over.

Other roles take place throughout the stages of the camp. Roles like coordination, communicator, linker, Manager, spokesperson, ambassador, organizer need not be overlooked.

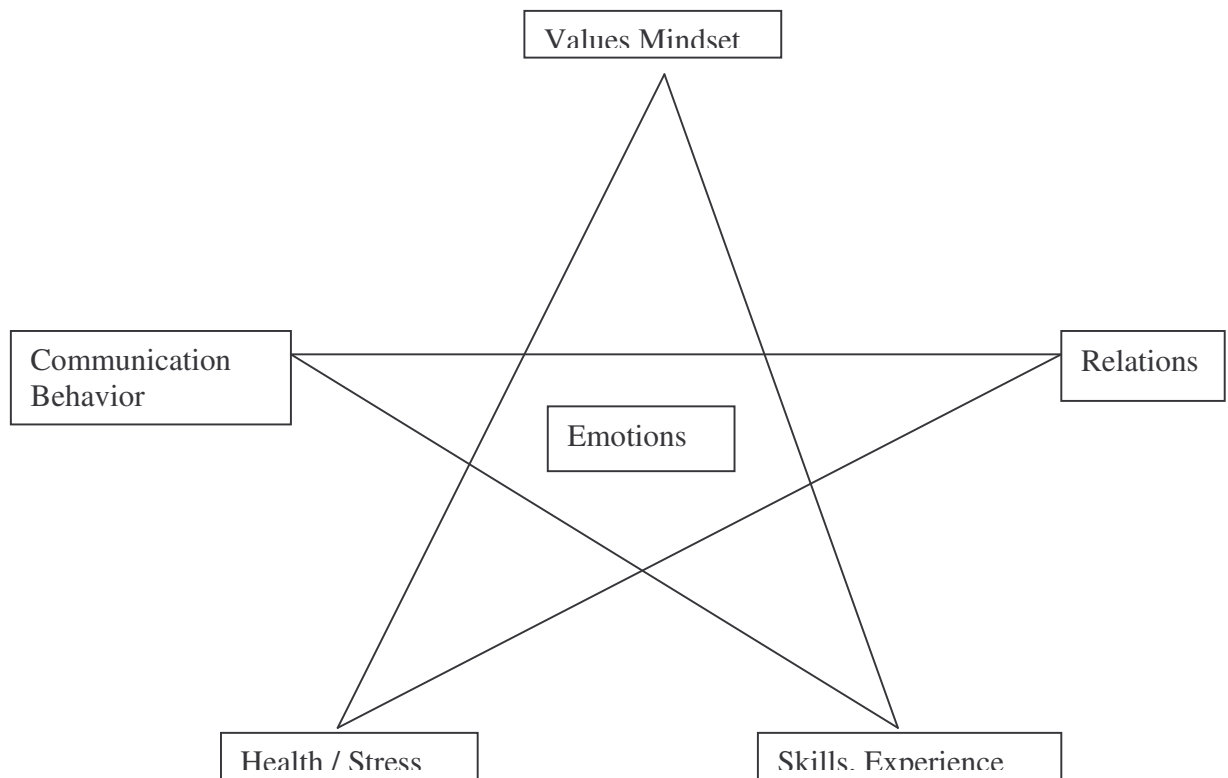
A camp leader should set up standing committees to reduce the work load and consider the expectations of volunteers and have mid-week evaluation both the committees and volunteers.

9.1 Skills and Behavior in Participatory Camp Leadership

By Christoph Mueller

The facilitator used the self management illustration to conclude the session.

Self Management model



Values, mindset

The mindset and values included time management, delegation of responsibility, religion, cultural values, discipline,

Behavior/ Communication

Walk the talk which entails that you have to mean and do what you say, openness, and clarity in expression, prevention of misunderstanding, no double standards and exercise active listening.

Emotions included patience, shock absorber and attention

Relations included respect, understanding, appreciation, sensitivity, self-expression, information (religious, gender issues etc), religious and cultural values.

Health / Stress include risk factors, nutrition, body signals, respect, sharing, time to rest, sharing emotions and thoughts, physical fitness.

Skills, experience include promoting learning, not imposing, publish expertise, and know expectations

10.0 Conflict Resolution and intercultural learning in Volunteer

Services

By Evans Musonda and Ratherford Mwaruta

What is conflict?

The facilitator defined conflict as an upward struggle, a war, a fight, a mess, a misunderstanding between two or more people.

What is Intercultural learning?

The facilitator led to the definition of intercultural learning as getting to know oneself having a better understanding, leave stereotypes and strengthen ability to solve conflict.

- To learning about other cultures so as to be able to live in harmony in another country.
- To learn totally different cultures for tolerance and bridging the difference and respect for other cultures.

What is important is that you also get the chance to learn your own culture too.

How do we avoid conflict between and among volunteers based on stereotypes?

There is need for orientation for them to know what to expect on the ground before traveling and when they arrive in to the country. On the other hand as people who will be managing the work camps, you need to put into considerations all these stereotypes. There is need to orient yourselves so that you can maintain that balance between yourselves.

How do you relate to the people you do not know?

You need to understand each others culture and be able to tolerate each other during a work camp. Another way of working with the stereotype is to come up together with volunteers the list of Dos and don'ts in a camp and have it as a topic during the study session. This is to give an opportunity to all volunteers to discuss

and contribute to the work camp guiding rules especially on the respect of other' culture.

Take advantage of the games because they practically show how your friends interpret certain situations. Take time to learn other people's culture so that you are able to be harmonies very well with other cultures.

An iceberg Model

This model demonstrates visible and invisible culture. Like an iceberg you can not see what is under the water but you are able to see an Iceberg floating above the water.

- The floating part symbolizes things we can see.
- The invisible part symbolizes things that we can not see.

Conflict resolution games

The facilitator led the participants into conflict resolution games through which they demonstrated possible ways to resolve conflict in the intercultural environment as in the international work and study camps.

Case exercises

Verbal, Non Verbal and documented demonstration of conflict was presented.

- The Bon fire Bash!!!
- Clean drinking water in a village
- Poem on Voluntarism

In all the presentations, common observations were made. It was felt by participants that the situations would be changed with the following recommendations:

- Dialogue and communication must be key in order to avoid or minimize conflict
- Leaders must be able to delegate roles with a clear direction and responsibility so that others are clear on what is to be done.
- Leaders should not take volunteers for granted just because they are volunteers
- Leaders should not dictate what to do by rather reach a consensus with volunteers
- Leaders should not underrate others potential to lead and make decisions which are in the best interest of all volunteers

11.0 Motivation and Interaction of National and International volunteers in workcamps

By Ratherford Mwaruta and Christoph Mueller

The facilitator told the participants that motivation of volunteers is an integral part of the workcamp especially if the camp is an international one. There are so many factors that motivate volunteers in the camp. Some of the factors identified were:

- Proper schedule of activities
- Clear lines of communication
- Discipline with time
- Interesting study topics
- Excursion and study tours
- Security and safety measures in place
- Project materials in place
- Equal participation
- Privacy
- Recognition
- Love

In conclusion the facilitator said no one need would completely motivate volunteers but each need compliment each other. Camp leaders need to be aware of the hierarchy of needs in order to understand what motivates volunteers.

12.0 Peer counseling in international Voluntary work

By Susan Ingombe-YAZ

The facilitator introduced the topic with a role play on counseling. From the role play,

Definition of Peer Counseling

The facilitator came up with the following definition after an active brainstorm.

Peer counseling is the helping process which seeks to arrive at solutions to personal or group problems. The counselor facilitates the process while the counselee provides solutions based on his/her interests. The counseling process is divided into stages which need to be followed for the effectiveness and positive results.

The camp leaders should work closely with a qualified counselor/s whether he or she has not been trained in counseling.

Importance of Peer Counseling in Camps

- a) It is important to have peer education in camps because it provides an organized way of having contact with participants during the camp.
- b) It provides an informal program/schema for issues befitting counseling.
- c) It enables participants have their psychosocial problems dealt with professionally to enhance their positive interaction with each other.

How Do I Prepare Peer Counseling Activities in the Camps?

- a) The first thing that needs to be done is to inform the participants about the program and let them participate in it to create ownership which enriches the implementation of the program.
- b) Make initial contacts and gain their confidence where competence in counseling is concerned.
- c) Prepare a general space for Counseling and private talks. Ensure confidentiality in preparing space.
- d) Prepare or mobilize information packages on health and other related issues which you can easily make readily available so that participants may read. This is likely to reduce the number of Counseling sessions that you might need to conduct. Cross check on how much time you will need for you to calculate time you have for appointments.
- e) Make sure there are more counselors among participants to help out during the camp period.

Why Prepare Camp Peer Counseling?

As a camp leader, you need to prepare for counseling because you will awaken interest and curiosity in participants and other interested people in the community. By doing this, you would motivate active participation into the program activities of peer counseling. During preparation, consider asking the **WHAT IF** questions for you to have an insight of the impact and implications of the methodologies you might employ. An example of such questions would be (what if participants see no need for counseling in the camp?). The methodologies employed must be the most appropriate and agreed upon. Then you have to develop an effective and efficient program.

Difficulties likely to be encountered in Camp Peer Counseling

- Difficulties might arise when participants doubt the competence of the counselors that have been assigned to the camp.
- There might be a situation where counselors find themselves with too many clients to attend to and they remain with less or no time to themselves.
- You might have inadequate information packages for participants to look at.
- The cultural and age differences might also affect the preparation of the camp
- There might also be a situation where counselors are involved in serious and active conflict.
- The camp premises might not be providing private space for counseling.
- The referral system is not user friendly.

Counseling in Camps

Don't forget.....

- ✓ You need enough time
- ✓ You need spare some time for yourself
- ✓ You have people from different backgrounds, cultures and status within the camp
- ✓ You must exercise high levels of confidence and competence for you to be accepted by participants for counseling in the camp.
- ✓ You need to familiarize with everybody. Counselors need to have good interacting skills.
- ✓ Remember to differentiate camp leaders work from counselors work to avoid conflict of interest on both parties.
- ✓ Keep a record of clients and issues dealt with by you for easy follow-up.

How to Identify a Need for Counseling in a Participant

A counselor needs to handle participants with care because you do not know how they might react to your concerns. You would genuinely want to help a participant with a problem but has not offered themselves for counseling. Therefore you have to be sure that there are clear signs of a problem which definitely need your intervention because some problems are likely to disrupt the participation and interaction in the camp.

However, the following are some signs of problems that might need your intervention:

- ✓ Emotional outburst
- ✓ Competitive attitude in a participant
- ✓ Failing to integrate in the group
- ✓ Negative attitude towards working the rest of the group
- ✓ Homesickness
- ✓ Laziness.

The above list would be signs of inner conflict of interests, cultural shock, lack of confidence in oneself, loneliness due to a detachment from usual niche' at home. During counseling, the counselor would find that the actual problem manifested in a very different form that it were going to be easily overlooked. It is important to understand that people react differently to personal problems. Handle each client differently. Each case is a new case because of the difference in attitudes of people towards problems.

13.0 Gender and Sex Roles

By Evans Musonda

The facilitator used to four corner exercise to bring out together with participants the common perceptions of some gender issues. He led the exercise by asking leading question which each participant was given a chance to share their view

and later discuss the best practices pertaining to Gender equality and sex roles. For each statement, participants had to either totally agree, not sure, Disagree and totally disagree giving reasons for their opinion.

Statements

1. Women's place in a camp is in the kitchen and men should do the manual work.

Outcomes

Agreed because it is culturally believed that women do the lighter jobs and men do harder job like manual work.

Disagreed because all people are equal, it's old fashioned and people need equal opportunities, it depends on the origin of the group in question because some people prefer women to do certain roles, women can either do both tasks together with men.

Totally disagree because ability is not by gender, statistically men are the best cooks in the world, there is no room for discrimination, women have equal opportunities, what man can do women can also do, we do not need to limit ourselves because of gender and no one has a brand indicating kitchen and manual work.

2. Gender issues are a waste of time in a workcamp situation

Agreed because it's automatic that there should not be inequalities between male and female, people should regard each other as equal and valuable partners in development.

3. Women are naturally a weaker sex

Totally disagree: Women are as stronger as men. What a man can do a woman and also do. There are weaker men who can not even manage to do work that the women do.

14.0 Interaction and cooperation with Local project partner's logistics

By: Ratherford Mwaruta, ZWA, Zimbabwe

Host Organization: Okakarara

Host Org.	Partners	Relationship	Outcome	Risks
Okakarara Steering Committee	Youth Groups	One way	Self employment Social Security Talent and skill promotion Intercultural Exchange	Unsatisfactory results Misappropriation of funds
	Community	Mutual	Representation	
	Town Council	One way	Development	Lack of youth participation in decision making
	Headman of the area	Mutual	Good Will	
	DED	One way	Development Good relationships	Other interests (Business committees).
	Business People	Mutual	Investment	
	Camp Leader	One way	Knowledge and experience Sharing Networking	
	Interim Volunteer	One way	Talent and skill promotion Intercultural Exchange Adventure	

15.0 Security and Accident prevention

By Christoph Mueller, GTZ Zambia

The facilitator gave demonstrations on different possible accidents in the camp. The essences of the demonstrations were to give participants a deeper understanding of security and first aid.

The table below summarizes the presentation:

Injuries	Symptoms	Risks	Measures
Wounds	Light bleeding Skin destruction Unclean wound	Infection Bleeding Pain	Superficial Cleaning Sterile cover Bandage and tetanus vaccination
Strong Bleeding	Loss of blood Strong pain Fainting	Gets a heamorhagic shock Low oxygen supply	Rise injured arm Apply pressure Cut circulation
Unconsciousness	No physical reactions Breathing	Aspiration Additional Injuries	Control breathing and circulation Stable side position
Burns			
Fractures			

15.1 Health and Hygiene

By Theresa Ndikudze, GTZ Zimbabwe

What is Health?

It is a state of mental, physical wellbeing of a person and not just the absence of diseases.

Questions

1. What are the common Health Problems in a Workcamp?

Stress, Tummy upsets, Cough, Flu,
Headache, Homesick, Diarrhea, Injuries, Chest pains,

2. Why do we have these common health problems/ illnesses?

Too much group, diet, water, hygiene, intensity of work, lack of privacy, food preparation, poor ventilation

Most diseases are water bone like Cholera or diarrhea, Bilharzias, dehydration, Air born like TB. Some are water related diseases like scabies

3. How can the Common Health Problems are Prevented

Water treatment, information education communication on health issues, provide time to rest, Reduction of accidents, proper storage and preparation of food, encourage intake of enough water, good ventilation, use of mosquito nets, repellants, sprays and others to avoid malaria, nutrition in terms of balanced diet.

HIV/AIDS in Sub Saharan Africa

Mode of transmissions

Sex- 71%

MTCT- 7%

Others – 3%

Case study

You are on a boat cruise and suddenly the boat sinks. Leader provides life boats. Namely:

1. **Abstinence boat:** This boat gives 100 percent surety from STIs and the AIDS virus
2. **Be faithful boat:** This boat give total security to couples who exercise trust and who are faithful to each other only without any third party.
3. **Condom Use:** This boat is for people who can not be faithful nor abstain from sex. However, it is not hundred percent safe

Health

By Kauna Schroeder, Namibia

The presenter said health issues in the camp situation are important as they hinge on the well being of volunteers. The wellness is another way to describe the quality of life. In addition wellness approach to good health includes all areas of a persons life and their relationship to and effect on one another. Issues of balanced diet were also said to be important in a workcamp situation.

International Workcamp Movement and Volunteering

By Christoph Mueller

SCI is a Workcamp organization present in many countries and is involved in international workcamps. Workcamps are a way of contributing to practical work where volunteers give their time and energy to make a difference. Some of the work performed in the workcamps ranges from renovations, construction, relief services, painting etc. Workcamps promote peace building in the community and uplifts the spirit of the local people.

17.0 Volunteering and participation in National Youth Policies

By Evans Musonda, Zambia

A volunteer was defined as any person devoting time, energy and skills to address public problems with no pay.

Perspectives of Volunteering in Voluntary service organizations in Africa

Contribution of volunteering in Career development

- Helps to increase knowledge and experience through hands-on work
- Builds on individual CV
- Imparts life skills in young people
- It increases prospects of volunteers graduating to permanent and gainful employment

A Youth Policy was defined as:

- It is a set of guidelines/collective action aimed at dealing with diverse youth problems in the Country.
- It gives commitment to government in looking after the welfare of the youth in Zambia
- It is a set of guidelines/collective action aimed at dealing with diverse youth problems in the Country.
- It gives commitment to government in looking after the welfare of the youth in Zambia

What is participation?

- This is the active involvement or engagement by voluntary service organizations at all levels of Youth policy implementation.

What Does the Youth Policy Say on participation?

- The Youth policy identifies the youth organizations as valuable stakeholders in the implementation of the policy.

(Adapted from the National Youth Policy 1994, Zambia)

- The Youth policy identifies the youth organizations as valuable stakeholders in the implementation of the policy.

Level of Participation

- Implementation: Voluntary Service organizations in Africa should be a vehicle for policy implementation
- Coordination: Voluntary Service organization should be involved in the coordination of policy implementation at all levels
- Monitoring and Evaluation: Voluntary Service organizations should act as watch dogs in ensuring that what is contained in the Youth Policy is implemented

Question

How can voluntary service organizations influence policies on volunteering and participation in Africa?

Participants shared on how they are particularly lobbying for a volunteer policy which would enhance and recognize the volunteer contribution to national development. It also gave space to participants to brainstorm on how the region can have concerted efforts in linking the volunteerism to the curriculum so as to add value to the practice. The participants proposed that African Union should introduce volunteer visa to enable volunteer travel freely. This was said to be one way to promote and motivate volunteer who are contributing to peace and development in Africa. The participants also proposed awarding certificates to deserving volunteer as a way of motivation.

18.0 Public relations and Media Work during workcamp

By Anneline Van Wyk, Namibia

What is Public Relation?

Public Relations is anything you do to promote your Workcamp in your community using the media.

What is Media Relations?

Media Relations is the relationship you develop with the media and the ways you communicate with them.

Public and Media Relations

A key component of Public Relations is Media Relations.

Good media relations will help you create or increase your organizational profile view.

Building and sustaining relationships with important individuals, groups and stakeholders can help to ensure the success of workcamps, projects, special initiatives and even the entire organization.

The goal of Public and Media Relations is to attempt to positively influence people and perceptions.

Perceptions are the things people believe to be true about your organization. Developing good Public and Media Relations is like developing a personal reputation.

It requires time, energy, effort and understanding.

Public and Media Relations is a process for developing two way communications to build relationships with all audiences relevant to non-profit organizations such as the public, donors, volunteers, politicians, media and many others.

Public and Media Relations:

- Identifies
- Monitors
- Analyses and
- Influence

Public opinion on issues that are now important, or could become important in the future.

All institutions live or die by public opinion (J. Tolley)

In today's society, the media profoundly influences the thoughts and beliefs of its citizens. It also affects the **POLITICAL CONTEXT THAT SHAPES SOCIAL CHANGE EFFORTS.**

The media has consequently become a means of mass communication and information sharing.

Why are Public and Media Relations important?

Public relations and Media relations are good ways to make society and prospective volunteers aware of your organization and show the world out there that you are active in your community.

Understanding the Media

Let's talk about the different types of media you'll want to contact about your workcamp.

Print Media

includes:

Newspapers

Local Magazines, journals and newsletters

Broadcast Media

includes:

TV and radio

Why spend your time on Media Relations?

It is important to have a media profile because you bring otherwise ignored, alternative points of view to the attention of the public.

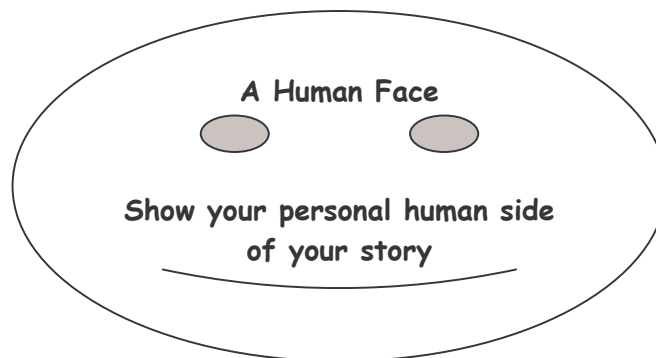
Working to build your own media profile is part of building support for your work and projects within the community.

It is also a change

- ❖ To develop profile for a specific project,
- ❖ To strengthen participation and
- ❖ To encourage positive change at the community level.

Media profile**Should make good news:**

- ✓ tell the public something they did not know before
- ✓ features human beings
- ✓ is timely
- ✓ affects a lot of people
- ✓ is unusual or has an unusual slant
- ✓ is about values
- ✓ has human interest
- ✓ matters to other people



How does your workcamp affect the lives of people in your community?
What are these people's stories?
Speaking personally and from the heart is the best way to get the media's interest.
The media is interested in personal experience.
Share personal and colorful anecdotes and examples that show how real people benefit from the work that you are doing.

Penetrate the media outlets by

- + Making personal contact with media contacts by getting direct contact numbers and call them up;
- + Getting space/broadcast time;
- + Making your workcamp activities newsworthy;
- + Being creative, because something out of the ordinary will attract the media's attention;
(The only limits are your imagination)
- + Doing it right the first time;
- + Distributing media releases at least two weeks before prior the workcamp, mail, hand deliver, fax or email news releases to editors, reporters and/or news directors,
- + Outline photo opportunities and distribute a workcamp fact sheet.

Your media team:

Your *media committee* to plan and carry out your campaign for the workcamp
Media organizer who will coordinate the campaign, managing the media contact and all other arrangements
Your *messages*, which is the most important, it's important to know the messages you want to deliver to your target audiences.

Encourage high profile people and celebrities who support your work to become actively involved in your media campaign and to participate in your workcamp.
High profile people can draw interest to an event and story or to the organization in much the same way that, for instance, professional athletes endorse commercial

products. Sometimes the high profile members of your community will have a media “in” – a connection, which will help you to attract media to your workcamp.

How to communicate effectively with the media

- Don't ignore reporter's calls, always return them on the same day;
- Know the right people, find out who are the key people and decision makers that will ensure that your news item reaches the public;

- Establish a solid working relationship with members of the media;
- Have a spokesperson who interacts with the media;
- Always thank the media for covering your workcamp;
- Prepare for an interview, know your message and review your major points;
- Avoid bureaucratic language, explain in laymen's terms;
- Ask members of the media to be a guest speaker at the start of the workcamp;
- Treat the different types of media equally;
- BE HONEST, not all news is good. If bad news about your workcamp catches the attention of the media, be honest about the problem and indicate the steps being taken to correct the situation;
- Never say “no comment” no comment is a comment;
- Never be argumentative, confrontational or lose your temper with a reporter;
- Be proactive, go to reporters, don't wait for them to come to you.

In concluding the presentation the presenter gave the participants three questions as follows:

1. Organize a media launch for your workcamp
2. Create a flyer for your workcamp
3. Compile a news release for the workcamp

The first group come up with an activity for the workcamp launch and invited the media to cover the event, whilst the second group produced an eye catching flyer. The third group came up with clear message for the press release. The idea was to make volunteers utilize the media in the promotion of workcamps.

19.0 Management and facilitation of the study programmes and political education

Cofacilitated by Christoph Mueller and Evans Musonda

Question

Participants were asked to select one topic that would be covered during the study sessions at the camp. After selecting the topic, they stated the objective of the issue, specific topic or theme to be covered, resource persons and materials required media activities, guiding questions and learning methods.

Okakarara

Issue: Rural Development

Theme: Sustainable rural development and poverty eradication

Objective: To promote sustainable rural development and poverty eradication so as to improve the living standard of living.

Resource Persons: Development worker

Resource Materials: Stationery, handouts, electric power and others

Media: Journalists, Reporters, Internal publications

Guiding Questions:

- How can the youth be involved in the community development
- The impact of the rural project negatively and positively
- Who are the custodians of the rural development project

Learning Methods: Group discussions and presentations.

Maramba Youth Centre

Issue: HIV/AIDS

Objective: Raise awareness of HIV/AIDS, reflect on behavior change

Topics:

- Overview of general information on HIV/AIDS in Livingstone
- Situation in Maramba
- HIV and poverty
- AIDS and you

Resource Persons

- Volunteers
- Peer Educators
- HIV/AIDS specialists from the area

Media and Resource Material

- Publication
- IEC materials
- Video, T.V, projector

Learning Methods

- Video on HIV/AIDS
- Focus Group Discussions
- Role plays

Guiding Questions

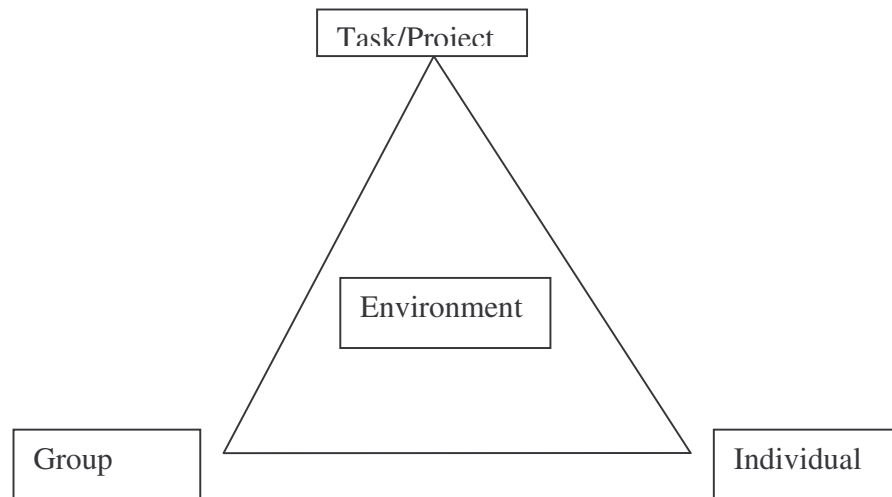
- How do poverty levels influence HIV prevalence rate
- Is there political to the fight of HIV
- Besides poverty, what other factors contribute to HIV prevalence rate
- How do ARVs work?

20.0 Monitoring and Evaluation Work and Study Camp.

Methods:

- Suggestion box
- Public suggestion poster
- Rating scale on progress and process
- Questionnaires- include information in the final report
- Daily Dinner / Flash light/Camp fire meeting / Midweek evaluation
- Simulation games / creative radio program
- Sub committees reports
- Feedback from outside beneficiaries, residents, hosts and donors.

Learning Triangle in Workcamp



Triangles are Task, Group and individual and the environment. This exercise helps evaluate the process of the seminar.

Task or project is the work that has to be performed by volunteers

Group is the group cohesion. If some participation leaves then one corner has a crack.

But if all corners are interdependent, then the circle smoothly.

Individuals contribute to the task, then group cohesion is enhanced and the whole environment would be conducive.

20.1 Camp leader Training Evaluation

Topic	Good	Fare	Bad
Info-market/Volunteering landscape	8	4	0
Roles and tasks of camp leaders	11	0	0
Conflict resolution and motivation	6	4	0
Peer counseling and gender	7	3	0
Interaction with local community	8	2	0
Security	7	2	0
Health and first AID	9	1	0
International workcamps movement	5	1	0
Public relations	5	2	0
Volunteering and youth participation	7	4	0
Service of rainbow Centre	1	4	1
Excursions Falls and Zambezi	10	0	0

**REGIONAL CAMP LEADER TRAINING
LIST OF PARTICIPANTS**

No	Name	Organisation	Address	Email	Fax or Tel
1	Tina Wadt	DED/CTYA	DED Lusaka	tinawaldt@web.de	
2	Torsten Brezina	GTZ Russia	GTZ Lusaka, P/Bag RW 37X	Torsten.brezina@gtz.de	7 095 2460029
3	Womba C.Y. Kanswata	Solwezi Youth Alive	P.O Box 110033, Solwezi		097 758440
4	Emmanuel G. Nguni	NYDC	PB RW 45x Lusaka	emmanuelnguni@yahoo.com	097 85 1702
5	Anneline P.Van Wyk	Namibia voluntary Workcamp Association	Box 759, Keetmanshoop	Om51812@oldmutual.com	092 64 63 221950 092 64 -63 22 1951
6	Betty Schroder	Namibia voluntary Workcamp Association	Box 245 Windhoek , Namibia	ks@nnf.org.na	092 64 61 24 83 45 092 04 61 24 83 44
7	Chewe A. Katebula	Solwezi Youth Alive	P.O Box 110033 Solwezi	chewekat@yahoo.com	097 4294 50
8	Crispin Mukwita	Southern Guardian	Box 61171 Livingstone	crispinmukwita@yahoo.com	097 59 5156
9	Maureen Mushe	CTYA	P.O Box 60765 Livingstone	Ctya2000@yahoo.co.uk ctyalstone@yahoo.com	097 30 55 79 096 8297 80
10	Machiko K. Chasuka Jr.	CTYA	P.O Box 60765 Livingstone	Ctya2000@yahoo.co.uk	097 69 2434
11	Mwami Patrick	CTYA	P.O Box 60765 Livingstone	Ctya2000@yahoo.co.uk	097 325460
12	Theresa Ndikudze	GTZ Zimbabwe	Box 2406 Harare Zimbabwe	Theresa.Ndikudze@gtz.de	263 04 49 56 28 263 0449 67 23

13	Ratherford Mwaruta	Zimbabwe Workcamps Association	P.O Box CY 2039 Zimbabwe	zimcamps@ecoweb.co.zw	263 04 72 3111
14	Christoph Mueller	GTZ/SCI	PB RW 37X Lusaka	Christoph.mueller@gtz.de	097 77 0390 +260 1 291918-20
15	Susan Sibeso Ingombe	YAZ	P.O Box 31852 Lusaka	yazinfor@yahoo.com	097 76 74 83
16	Evans Musonda	YAZ	P.O Box 31852 Lusaka	yazinfor@yahoo.com	097 759444
17	Zulu Isaac	GTZ	PB RW 37X Lusaka		097 48 9780
18	Laurence Katjihingua	Youth Against Crime	P. 0 Box 157, Okakarara	dacost@iway.na	0673317604
19	Edison Kazondjona	Youth against Crime	“	“	“
20	Bernard Thago	KVDA	P.O Box 12, Kenya	benatho@yahoo.com.	+254 0721472404

Regional Volunteer and Camp leader Management training
2nd to 6th May 2005 in Livingstone

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	Official Opening Expectations Working principles	P: Evans, I: Susan Roles and tasks of camp leaders	P: Susan, I: Evans Peer counseling in international volunteer work Gender and sex roles	P: Ratherford, I: Christoph International Workcamp movement and Volunteering	P: Evans, I: Christoph Workcamp evaluation and documentation
10:30-11:00	Tea Break				
	P: Christoph, I: Evans & Ratherford	I: Christoph	Ratherford, I: KVDA	P: Ratherford, I: Evans &	P: Christoph, I: ZWA
11:00-12:30	Challenges and Landscape of Volunteer services regional and international inputs	Skills and behavior in participatory camp leadership	Interaction with local community	Volunteering in national youth policies and participation	Networking in Southern Africa Workcamp Cooperation (SAWC)
12:30-14:00	Lunch Break				
	P: Evans	P: Ratherford, I: Evans	P: Ratherford I: KVDA	P: Christoph, I: Anneline	
14:00-15:30	National structures and volunteer programmes info market	Conflict resolution and intercultural learning in Volunteer services	Cooperation with local project partners and logistics	Public relations and media work during Workcamp	Evaluation of the training and follow up
15:30-16:00	Tea Break				
	P: Ratherford, I: Christoph		P: Evans, I: Christoph	P: Christoph, I: Evans	
16:00-17:00	Continuation P: Christoph	Motivation and interaction of national and international volunteers in Workcamp	Security and accident prevention P: Kauna I: Theresa	Management and facilitation of the study programmes and political education	
17:00-19:00	Common strength and organizational challenges		Health and hygiene		
19:00	Dinner				Social evening

Key:

- **P:** Process facilitation
- **I:** Thematic Inputs
- **KVDA:** Kenya Voluntary Workcamp Development Association
- Christoph, GTZ-Zambia
- Evans, YAZ, Zambia
- Theresa- GTZ Zimbabwe
- Ratherford, ZWA, Zimbabwe
- Susan, YAZ, Zambia
- Anneline-Namibia
- Kauna- Namibia