DIGITAL PEERS INTERNATIONAL

DIGITEST

2021

VOLUNTEER

GUIDE

Theme:

DIGITAL SKILLS: PATHWAY TO PROSPERITY

ABOUT DIGITAL PEERS INTERNATIONAL

Digital Peers International, DPI is a Non-Governmental Organization registered with Nigeria's Corporate Affairs Commission, CAC, with the sole aim of building effective ICT base in Africa's vulnerable groups – women, girls, youth and children through several ICT-centred initiatives. DPI has today developed into a full-fledged Non-profit Organization and has over the years enjoyed the support from numerous individuals, corporate and governmental bodies.

ABOUT DIGITEST

DIGITEST, an initiative of Digital Peers International, DPI, is a two-week Information and Communications Technology (ICT) based creative camp and competition, organised annually since year 2000. DIGITEST is aimed at creating ICT awareness, promoting technology literacy and developing requisite ICT skills, knowledge and capabilities among the nation's children and youth, ages 8 to 18. Our main objective, amongst others, is to bridge the digital-divide between African Children and their counterparts globally.

DIGITEST VOLUNTEERS

These are individuals that contribute their time, knowledge and skills on the DIGITEST camp yearly. They are expected to comport themselves with dignity at all times as they stand role models to the children/youths all through the 2-week camp program.

An ideal DIGITEST volunteer must:
- Be 21 years and above
- Be computer literate
- Enjoy working with children
- Be a team player, able to work under pressure and with little or no supervision
- Be honest, God-fearing and demonstrate leadership potentials

Tips about DIGITEST camp;
- DIGITEST volunteers will work in various departments while on camp.
- Each department is broken down into units which will be manned by its members. All units in each department will be supervised by the Heads of Departments (HODs).
- Every unit/department heads are expected to work together in deploying their duties. No unit/department stands alone!
- Volunteers in charge of various units MUST prepare and submit activity/progress reports to the departmental heads on a daily basis.
- All activity reports must be submitted to the camp commandant at the close of work daily.

DIGITEST CAMP DEPARTMENTS AND UNIT

1. ADMINISTRATION DEPARTMENT

(a) Inventory Unit (1-man)
- Takes stock of all camp items.
- Keeps regular inventory of items that come in and go out of the store and camp.
- Secures all camp items, ensures their proper use and maintenance.

(b) Registration Unit (1-man)
- Registers all participants and volunteers on camp and keeps proper record of participants' details throughout the period.
- Allocates rooms, teams and houses to all participants and volunteers on camp.
- The ideal candidate must be an advanced user of Microsoft office tools especially Word, Access and Excel.

(c) Digimag Coordinator/Editor (1-man)
- Coordinates the production of Digimag (On-camp magazine).
- Collates all contents such as current ICT trends, poems/articles written by participants and volunteers
- Coordinates photo sessions for all schools, volunteers, participants, sport moments etc. for the magazine publication.
- Ensures the magazine is published for launch at the closing ceremony dinner.

2. ACCOUNTS DEPARTMENT

(a) Fund Management Unit (1-man)
- Requires excellent Knowledge of accounting procedures.
- Keeps proper financial account on camp.
- Disburses cash for all on-camp purchases, keeps proper purchase evidence/records.
- Receives money from all business ventures on camp.
- Ensures adequate daily check/balance of every accounts, with the Camp Commandant through the HOD.

(b) Customer Care Unit (1-man)
- Keeps track of all calls to and from parents/guardians, guests and other interested parties.
- Sells recharge cards on camp.
- Ensures proper safety and maintenance of camp phones/lines.
- Must have very admirable human relationship.

(c) DIGITEST Ventures Unit (1-man)

- Solely responsible for EVERY sale on DIGITEST camp.
- Works with the DIGITEST Media Department, collates and sells printed pictures and soft copies of pictures/videos as the case may be.
- Sets up the DIGITEST tuck shop on camp as a profit making venture.
- Ensures drinks, snacks, sweets, toiletries and other essential items are readily available for sale on camp.
- Develops a price list of all items in stock at the beginning of camp. Also ensures the price is approved by the camp commandant.
- Ensures all goods are sold at agreed/fixed price.

3. ICT DEPARTMENT

This unit manages technical issues, provides technical support in the area of software and hardware all through the camp, especially during facilitation and competition.

(a) System Support Unit (3-man)

- Ensures software installations are done as at when due.
- Manages basic electrical connections. Solves problems before they become escalated.
- Ensures efficient maintenance and security of all computers, UPS, stabilizers, socket extensions and other electricals.
- Ideal persons must know how to run basic hardware and software troubleshoot, assemble computer hardware.

(b) Back-up Unit (1-man)

- Backs-up all information on all computers across the various departments on a daily basis, throughout the period on camp.
- Backs-up all junior, senior and teachers' team projects.
- Ensures a proper labelling of every backed-up project for judging and selection processes.
- Note that this position is sensitive as any file loss may disrupt project delivery.
- The Back-up unit must develop a back-up system and work with the HOD ICT to ensure that the system is well implemented.

(c) Facilitation Unit (7-man)

- Responsible for teaching the core IT component of the camp in an effective way.
- Software set to be used include Just in Mind, Android Studio, Eclipse, Flash builder.
- Facilitators are expected to be advanced users of these software and be able to teach and communicate effectively to junior, senior and teachers' categories of participants.

- The facilitation team is expected to work closely with the content manager and the HOD ICT to develop a lesson plan for the three categories of participants (junior, senior and teachers).
- The lesson plans must be followed to ensure that the overall teaching objective is accomplished within the stipulated time

(d) Content Manager (1-man)

- Ensures compliance with the lesson plan.
- Sees that information is correctly and effectively disseminated during facilitation.
- Ensures availability of lecture materials where necessary.
- Ensures content is taught within the stipulated time.

4. LOGISTICS DEPARTMENT

(a) Facility Unit (1-man)

- Works with the camp owners (school representatives) to ensure prompt and regular supply of water and electricity on camp.
- Keeps a daily log of fuel consumption. Also records number of hours the generator is in use. This enables adequate monitoring of energy consumption and costing.

(b) Security Unit (1-man)

- Liaises with host school's security department and the Nigerian Police Force to provide maximum security on camp.
- Monitors every movement in and out of the camp.
- Ensures no participant or volunteer leaves the camp premises without an exit form signed by the camp commandant.

(c) Transport Unit (1-man)

- Coordinates movement of participants from the airport, bus stops and train stations to the camp venue on arrivals and back to same points on departures.
- Organizes buses to convey participants/volunteers/guests to outings/sight-seeing.
- Liaises with the bus companies, drivers and negotiates transportation costs, ensures prompt timing on bus arrivals and departures at all times.
- Also ensures the welfare of all drivers.

5. PROGRAMS DEPARTMENT

Ensures compliance with prearranged time schedules and coordinates all events. Also caters for all special guests. Decorations and extra-curricular activities are supervised by this department. The units are:

(a) Extra-curricular activities Unit (1-man)

- Coordinates all camp extra-curricular activities. Some of such activities are debates, dramas, theme songs, Mr. & Miss. DIGITEST etc.

- Designs a plan and submits through the HOD Programs to the Camp Commandant for approval.
- Ensures that activities selected allow contribution from every participant. There should be no discrimination in the selection process for all extra-curricular activities.
- Any program/activity that is not approved will not be implemented on DIGITEST camp.
- The overall goal of this unit is that camp is also fun-filled.

(b) Sports Unit (1-man)
- Organizes and coordinates all sporting activities and daily morning drills on camp.
- Develops an all-inclusive sports program for all categories and adheres to it strictly.
- Manages allocated time effectively

(c) Time Keeping Unit (1-man)
- Ensures time allocated to programs is strictly followed.
- Rings wake-up bells for morning devotion and raises awareness when it's lights out.
- Flexibility on time is possible at special instances. Time keeper MUST consult with the HOD Programs and the Camp Commandant at such instances.

6. MEDIA DEPARTMENT
(a) Multi-media Unit (1-man)
- Monitors all sound and lightening equipment on camp.
- Ensures solid Public Address System is provided in the lecture rooms and event hall.
- Also ensures the security and maintenance of these equipment.

(b) Diginews and Newsletter Unit (1-man)
- Responsible for coordinating the daily on-camp Diginews,
- Develops five (5) editions of the camp newsletter, issues press releases, organizes interviews.
- Liaises with DPI secretariat to ensure regular updates of camp events, pictures and video clips on DPI social media platforms (facebook and twitter).
- Coordinates with DPI secretariat and the press on camp to arrange interviews between pressmen and participants/guests.
- Works with Programs department to develop roster for the evening news, supervises all Houses to ensure excellent presentations.

(c) Photo and Video Unit (2-man)

- Captures photos and videos of all planned moments on camp. These include opening ceremony, closing ceremony, lecture times, sport events, dining moments, presentation of gifts and all camp activities.
- Captures photos of every participant on camp, categorizing them by schools, houses and teams for the DIGITEST facebook album. This will also be developed and added to the 2016 DIGITEST Magazine. This should be done within the first three days on camp
- Identifies a good photo-lab to print all camp pictures.
- Hands over all printed pictures/CDs to DIGITEST Ventures Manager for sales as that is the ONLY approved channel for sales of any item on camp.

7. WELFARE DEPARTMENT

(a) Medical Unit (1-man)

- In charge of the camp clinic.
- Administers first aid on camp.
- Monitors the movement of drugs on the camp and keeps record of all medical items and drugs on the camp.

(b) Welfare Unit (1-man)

- Sees to the welfare of all participants on camp.
- Communicates the need of all participants to the appropriate quarters where necessary.
- Sees to it that all needs are met.

(c) Kitchen Unit

- The HOD Welfare Department MUST liaise assiduously with the Kitchen crew to ensure best deliveries on camp.

(d) Health, Safety and Environmental Unit (All HODs)

- HOD welfare builds the HSE team on camp DAY 1.
- The team must contain representatives from every unit as they will see to the general safety and protection of all participants and volunteers on camp.
- Team must prevent incidents or accidents that are avoidable and reduce possible adverse effects likely to result from normal operating conditions.

THANK YOU AND HAVE A WONDERFUL DIGITEST EXPERIENCE!!!