

**ELIOT INSTITUTE  
SMALL GROUP COORDINATOR**  
(Revised January 2017)

**SELECTION:** Selected by and responsible to the Dean.

**QUALIFICATIONS:** Experience being in a small group at an Eliot camp and, preferably, been a Small Group Facilitator. In addition, this person should display leadership and people skills.

**GENERAL RESPONSIBILITIES:** Plan and coordinate small group discussions.

**SPECIFIC RESPONSIBILITIES:** [See Timeline for details.]

**SMALL GROUP COORDINATOR  
TIMELINE**

**BEFORE CAMP**

- \_\_\_ Register for camp. Sign contract and Code of Ethics. Return to Registrar.
- \_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_ Contact the Registrar to get a list of all adults attending camp who are likely to be participating in a discussion. This list should not include adults working with children and youth and those who indicated on their Camp Participation Form to the Registrar that they will not be participating

**BEFORE CAMP - WORKING WITH DEAN**

- \_\_\_ Consult with the Dean to decide how many discussion groups there will be.
- \_\_\_ Ask Dean when the Theme Speaker will be available on the first day to meet with the Small Group Facilitators. Establish a time and place with the Dean and communicate this meeting to the leaders.
- \_\_\_ With the Dean, schedule the time and place for the daily facilitators' meetings. Most camps hold these meetings at 1 p.m.

**BEFORE CAMP - WORKING WITH THEME SPEAKER**

- \_\_\_ With the Theme Speaker, discuss the process of small group discussions. Ask them to attend the small group orientation meeting (arrival day) to discuss the topic and plans for the week.
- \_\_\_ Obtain the daily discussion questions from the speaker either prior to or at camp and copy (or communicate) them for the Small Group Facilitators.

**SMALL GROUP PREPARATION**

- \_\_\_ Recruit enough Small Group Facilitators to lead groups of up to 11 adults.
  - A small group facilitator needs to **1) have attended a morning program at least one year; 2) have participated in a small group at least one year; and 3) must attend the morning program**

- Consideration should be given to campers who have volunteered on evaluation forms from past years as well as those volunteering on the current year's camper questionnaire.
- Make your selection early enough so information can be sent to them about small group process and so they can arrange their travel to camp early for small group orientation.

\_\_\_ Assign participating campers to small groups of up to eleven adults for morning discussion at camp. This must be done prior to the start of camp so that there will be no confusion on the first morning regarding group assignments. In order to encourage a broad, inclusive experience for all, the Eliot Institute strives for breadth and balance in our small groupings. Arrange small groups to achieve a gender, age and geographical spread, as well as placing people outside of family and congregational groupings as much as possible. This helps form new connections.

\_\_\_ Assign each group to a meeting location in consultation with each facilitator. It is strongly suggested you DO NOT USE these locations as they have been viewed as very problematic by at least some participants: 1) Pavilion side of Inn Porch; 2) under the Pavilion; 3) Back of Meeting House (with another group already on the stage of the meeting house). Complaints about these locations focused on difficulty of hearing one another and "people passing through".

\_\_\_ Plan the orientation session for the small group facilitators and the Theme Speaker on arrival day.

\_\_\_ Prepare a separate page for each group: Name facilitator, where group will meet, and names of group members. Print two copies, one for the facilitator and one to display in large enough type to be read from four feet away.

## **ARRIVAL DAY**

\_\_\_ Attend Camp Staff meeting

\_\_\_ Hold an orientation meeting with the speaker(s) and the facilitators. Inform facilitators of time and place of daily meetings (usually 1 p.m.). Determine which meetings will include the theme speaker and which ones do not require the speaker's presence.

- The speaker should not be expected to attend more than three sessions with the small group facilitators, one to introduce the topic and outline plans for the week, one to answer any questions about the topic which have come up, and a wrap-up session at the end of the week. When the speaker is not present, the Coordinator will deal with any process issues coming up in the groups and to help the facilitators to "problem-solve" issues for one another.

\_\_\_ Post small group lists at the back of the Meeting House either the first night or before ingathering the first morning.

## **DURING CAMP**

\_\_\_ Conduct the daily meeting of discussion facilitators; this usually from 1:00-2:00 p.m.

- It is inappropriate and strongly discouraged that the facilitators or the coordinator critique the speaker or suggest changes in a speaker's planned program. If a problem arises requiring the attention of the speaker, evaluate the seriousness of the concern and privately advise the speaker and Dean as necessary. Unless the speaker clearly requests a critique of the presentation by the facilitators, restrict meeting time to discussing the theme topic and discussion questions.

**AFTER CAMP**

- Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.
  
- If you have concerns related to the suitability of a particular person to effectively facilitate a group, these should be addressed by mail or phone to the Dean or Board Representative. Do not put them in your report.