

**ELIOT INSTITUTE
LIVING ROOM COORDINATOR
(Winter Eliot)
(Revised February 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALITIES DESIRED: An organized person who enjoys working with people.

GENERAL RESPONSIBILITIES:

- Maintain the physical environment of Pines for a variety of activities
- Make Pines a “Welcoming Space” for all campers
- Work closely with the Volunteer Coordinator in planning events in Pines
- Communicate and coordinate with the Feast Master.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**LIVING ROOM COORDINATOR
TIMELINE**

BEFORE CAMP

- ___ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- ___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- ___ Coordinate with the Dean(s), Volunteer Coordinator, and Feast Master as to activities to be held in Pines and what is needed.
- ___ Ask Dean(s) for copy of Eliot inventory
- ___ Determine supplies and items you need to bring or have others bring. This might include:
 - Strings of lights to hang around room and windows
 - Extension cords
 - Lamps
 - Puzzles and games (Eliot does have an assortment)
 - Tablecloths or placemats
 - Art supplies
 - House plants or flowers
 - Squeegee for removing condensation from windows
- ___ Give a list of volunteer positions you desire to the Volunteer Coordinator.
- ___ Do a write up for the pre-camp newsletter asking for volunteers and inviting campers to bring their favorite games, puzzles, etc.

ARRIVAL DAY

- ___ Attend staff meeting
- ___ See Storage Closet Manager to get supplies stored at Seabeck
- ___ Set up Pines (see details at end)
- ___ Ask Seabeck Staff to have good carpet sweeper and vacuum cleaner available.

DURING CAMP - WORKING WITH OTHER STAFF

- ___ Attend staff meetings if requested by dean
- ___ Work with the Volunteer Coordinator to hang posters with schedules, both daily and a look at the whole week, etc.
- ___ Work with the Feast Master to organize space for food breaks, social hour, New Year's Feast, etc. The Feast Master has the plan and is in charge of set up.

DURING CAMP - SEVERAL TIMES EACH DAY

- ___ Sign up volunteers to assist with tasks
- ___ Arrange furniture to meet requirements for scheduled activities
- ___ Pick up extra cups after breaks
- ___ Sweep the floors
- ___ Wipe tables
- ___ Put back games, etc.
- ___ Check the kitchen
- ___ At the end of the day
 - do a final carpet sweep,
 - unplug mini lights
 - just check in with the night owls to ask someone to turn out lights.

LAST DAY

- ___ On the final day, if you received a bin from the inventory closet, ensure that all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask Golf Cart Coordinator for transport assistance, if needed.
- ___ Restore Pines to its original state

AFTER CAMP

— Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

There are very large windows in Pines. It is great to hang lots of little lights so that it doesn't seem so dark in Pines (It's dark early and the windows are black otherwise). Children enjoy cutting out snowflakes to decorate the windows. Lights can be strung all the way around the tops of the wall, over the doors, etc. Bringing in a few lamps is a nice touch. Extension cords may be needed as well. Tablecloths or place mats on some tables add to the homey feel, though puzzlers and gamers will want smooth surfaces. Plants on the piano help to bring the outdoors in as well. The second aspect of the environment is just general cleaning through the day. Check with Seabeck staff to make sure good carpet sweepers and a vacuum are available.

It's useful for the Living Room Coordinator to know about scheduled events just to be a resource person, a "go to" person. Look at ways to organize furniture to facilitate some of the games, in particular Encore. It's good to set up a table with paper, pencil, and marker type activities that don't require supervision.

There's a lot of activity with the kitchen in Pines, food for breaks, social hour, etc. The Feast Master and the LRC work together to set up for these. The Feast Master has the plan and is in charge of set up; the LRC and Volunteer Coordinator help recruit volunteers to move things around, etc.

Pines is the hub for many Winter Eliot activities and it's your responsibility to look out for the space and the folks! Thank you for volunteering to do so!