

**ELIOT INSTITUTE
STORAGE CLOSET MANAGER
(Revised March 2017)**

SELECTION: Selected by and responsible to the Registrar.

QUALIFICATIONS: An experienced, detail-oriented camper with good organizational skills.

GENERAL RESPONSIBILITIES: Manage items used during camp, ensuring that staff members have access to needed items and that materials are returned to the storage closet when camp is over, and preparing a shopping list of needed inventory items for the Registrar.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**STORAGE CLOSET MANAGER
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 —> Volunteers —> Camp Jobs
- ___ Get the inventory spreadsheet file from the Registrar.
- ___ Familiarize yourself with the inventory spreadsheet. Be sure you know how to navigate through the file.
- ___ Note that the First Aid Coordinator will take care of restocking the First Aid Cart and first aid kits, and the tie-dye folk are in charge of their inventory. This is not the responsibility of the Storage Closet Manager.
- ___ Send an email to the Golf Cart Coordinator asking for the cart to be available after the first staff meeting to help transport bins throughout camp.
- ___ If you get an early list from the Volunteer Coordinator of volunteers signed up to help with the Storage Closet, email them with the timeline and tasks you might delegate. Most of the work happens on closing day and conflicts with packing to leave, so be sure potential volunteers can commit.

ARRIVAL DAY

- ___ Attend Staff Meeting
- ___ Get Master List with box # and title on it (not itemized contents) from Registrar. On this list mark where and to whom bins were delivered.
- ___ Also, get two copies of the individual inventory sheets for each bin from Registrar; one copy to go with the bin, the other to remain with you.

- ___ Get the Storage Closet key from the Registrar, open the Closet (located in Lower Colman at the back of the room on the left), unload the items, organize them by user group, and make the inventory bins available for pick up by camp staff members. Restock inventory bins with items provided by the Registrar.
- ___ Arrange for the prominent display of the Eliot banner throughout the conference. For July, August and Winter the banner goes on the front railing of the Inn; for Creative Arts Eliot it goes on the front porch railing of Juniper.
- ___ Make sure that the First Aid Cart is wheeled down to the Inn Lobby.
- ___ Attend the Staff Meeting to inform Program Staff (Children, MAGs, and Youth); Coordinators for Worship, First-Aid, and Music; Choir Director, Waterfront, etc. of the location of inventory bins. Request they return them inventoried at the end of their program. You may provide the inventory sheet or distribute it later in the week. Staff do not have to wait until the last day to return bins; they can be turned in as soon as programs end. Please help Waterfront Director devise a plan for getting swim dock equipment back bone dry.

DURING CAMP

- ___ Help camp staff locate items for their program activities.
- ___ Optional: Attend staff meeting toward the end of the week to remind staff about returning their materials -- inventoried and with any purchasing suggestions – to Lower Colman tables. Ask to be put at the beginning of the agenda so you don't have to stay for the entire meeting.

LAST DAY

- ___ Ensure that all supplies and equipment belonging to Eliot Institute are returned to Lower Colman at the end of the conference, accounted for, and re-inventoried. Those most likely returning supplies will be: Children's Program Director, Youth Advisor, Music Coordinator, Audio-Visual Coordinator, Worship Team, First Aid Coordinator, Waterfront staff (having dried the equipment). Each person should give you a list of supplies needed to replenish the bins.
- ___ Reload the closet and lock it. Return the key to the Registrar or Seabeck Office.
- ___ Give shopping list for re-supply to the Registrar within 3 days.

AFTER CAMP

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