

**ELIOT INSTITUTE  
DEANS  
GUIDELINES TO SELECTING CAMP STAFF  
(Revised April 2017)**

**BEFORE SELECTING ANYONE**

- Read this document thoroughly. There are some guidelines for specific staff positions near the end of this document.
- Review Staff required for your particular camp. See Dean - Camp Staff Lists.
- Read job descriptions for each position.
- The Leadership Development Committee Chair reviews the results of the staff interest survey Making Eliot Awesome after each camp. Contact them to obtain the names of those interested in staff roles.
- In fairness to all campers it is recommended that all candidates who apply or who express interest prior to September 1<sup>st</sup> (Summer camps) or February 1<sup>st</sup> (Winter) be given equal consideration. Frequently, many staff members have agreed to join your team at the previous camp. The Registrar will email you a list of campers who have volunteered to serve at your camp. As a courtesy, let each person know you have received their “application.” Let them know if a) they have the position, 2) the position has already been filled, 3) they are being considered. Let candidates know the date by which final selections will be made. You might like to find out if they would consider another position, if you feel they would be a good staff person.
- You are encouraged to consider both registered campers and folks who haven’t registered in the search for the best available candidate. Staff appointments may or may not be made from among those who have asked for that position.
- The Registrar, your Board Representative or recent Deans of your camp are available to give you recommendations.
- In general, staff should be appointed on the basis of qualifications for the particular position; i.e., the best possible candidate should be appointed. In the case of equally-qualified candidates, the Dean should apply the following criteria:
  - a) The candidate who has already given voluntary service to Eliot, and shows potential as a future Board member or Dean.
  - b) Avoid the temptation to hire staff just because they’ve “done the job before.”
  - c) Make some provisions for first-time staffers, or at least for new campers who have shown some talent voluntarily at camp, and who seem to be potential staff members, Deans, or Board members.
  - d) In the case of equally-qualified candidates, consideration should be given to those with financial need: e.g. candidates who would otherwise be unable to participate in the camp experience
- The Board recommends that for some positions, i.e. Volunteer Coordinator, Newsletter Editor, and Small Group Coordinator, the ideal candidate is an experienced Eliot camper who, either through reputation or experience, is known to be eminently qualified for the position.
- It is desirable to have staff diversity - gender, age, region, etc. Deans are encouraged to have some young adults on staff.

- Currently, the Board reviews all jobs and compensation (camp credits) at its January Board meeting. You will want to have this information when you contact people to be on staff. If you “hire” someone before this information is available, you need to tell the person there may be changes from what was offered as compensation in the past.

### **GETTING STARTED**

- Select as much of your staff as possible nine to twelve months before camp (i.e. in the fall for Summer camps; in the spring/summer for Winter Camp). Let staff know that the compensation will be finalized at the January Board meeting.
- WINTER DEAN: You could consider having one person be Music Coordinator and Choir Director.
- Notify the Registrar as soon as each position is filled.
- As soon as possible select your Volunteer Coordinator. This person is the Dean’s “right hand” and can take on many tasks to make your job more manageable.
- You are responsible for selecting and supervising camp staff except where noted in the camp job descriptions.
- For Summer Deans, read your Time Line carefully and note the dates by which your staff needs to be in place. **After January 31, no more housing spaces will be reserved for staff. If a position is not staffed by then, and the camp is full, the Dean(s) will have to fill the position with a registered camper.**
- Once staffing has been completed, the Dean should notify all unsuccessful applicants who applied specifically.

### **WHAT TO COMMUNICATE TO STAFF**

**STAFF JOB DESCRIPTIONS:** Make sure each staff member understands their job description. (Job descriptions can be found on the Eliot website at <[www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs>.)

**REGISTER FOR CAMP:** Ensure that each staff person has registered for camp and paid their deposit and camp fees, if required. (NOTE: Currently the Board decides at its January meeting the compensation for camp staff positions and the budget for each camp.)

**STAFF CONTRACTS AND CODE OF ETHICS:** Ensure each staff member signs a contract and Code of Ethics Statement. Links to electronically sign the staff contract and Code of Ethics will be emailed by the Registrar on your behalf.

**BACKGROUND CHECKS:** All staff working with children or youth under 18 years of age, i.e. Children’s Program Staff, Youth Program Staff, Waterfront staff, must submit to a background check, before camp. The Registrar will handle the process once signed staff contracts are received.

**STAFF CROSSING BORDER:** If a camp staff person will be crossing the US/Canada border they need to be clear that they are going to camp. [NOTE: Canadians cannot volunteer or work in positions in the U.S. that would take work away from an American. This is also true for Americans going to Canada. To be safe, don’t “volunteer” information unless asked.]

**NEWSLETTER EDITOR:** As Dean, in case of Editorial conflict, you hold final authority over the content and distribution of the Camp Newsletter. Make sure the Newsletter Editor is aware of this policy. Ask the Newsletter Editor to prepare the first day newsletter in advance and send you a copy for your perusal. It should include events planned for the evening and next day plus a preview of events scheduled for each evening of the coming week.

**SMALL GROUP FACILITATORS:** The Small Group Coordinator should seek help from the Volunteer Coordinator in finding volunteers to be facilitators. You will also have a list of people who volunteered at last year's camp [see last year's camp evaluation]. These people meet with the Theme Speaker on the first day and then each afternoon of camp. They bring to these meetings feedback from their small group. Small Group Facilitators **need to a) have attended the morning program for one previous, entire camp; b) participated in a small group for one entire camp; and c) must attend the morning program during the time they are facilitating.**

**WORSHIP AT ELIOT:** The Eliot Board values worship as an integral part of the camp experience. Providing quality worship at Eliot is a big job, so to make it easier for deans to recruit qualified staff and to maintain flexibility for deans to hire whom they choose, the position is divided into two parts: Morning Ingathering and Evening Worship. Deans have any number of possibilities:

- Recruit one camper per staff role (if a consistent morning/evening worship theme is desired, then the dean will need to ensure that appropriate communication happens between the two staff members);
- One person may be perfectly comfortable and qualified to hold both positions (this would most likely be a minister or minister-in-training). Moreover, this person may be in a unique position to mentor a less experienced camper in this role. In this case, the split of camp credits between mentor and assistant would be up to the dean to allot.
- At some camps, the Music Coordinator may be willing and able to coordinate all of the Ingathering components and could take on the Morning Ingathering role.
- Chaplains (who are recruited and hired by the board, not the dean) are often interested in taking a higher profile role at camp. The dean may decide to recruit the chaplain to handle one of the two worship roles, and compensate them with the associated camp credits.
- Other divisions of labor and/or combinations with other camp roles may also be possible and the dean is always welcome to try creative staffing solutions.

**YOUNG ADULTS:** When it appears there will be a large number of Young Adults (ten or more) present at camp, you are to select a Young Adult Coordinator. Dean(s) should strive to have some young adults on staff.

**LIFEGUARDS:** Eliot requires two certified lifeguards for July and August camps; one for Creative Arts. If you or the Waterfront Director have difficulty finding a certified lifeguard, Eliot has authorized additional funds to have the person you select receive training to become certified. A lifeguard from local swim facilities, such as the Y in Silverdale, can be hired to cover swim time if a lifeguard cannot be found among the Eliot community.