

**ELIOT INSTITUTE  
VOLUNTEER COORDINATOR**  
(Revised January 2017)

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

**QUALIFICATIONS:** An experienced camper with good organizational and interpersonal skills. This position recruits many volunteers to make events happen, move furniture, clean-up, etc. The ability to influence and recruit others is essential. Familiarity with the talents and skills of a wide range of regular campers is an asset. Preference will be given to qualified candidates who have given voluntary service to Eliot Institute.

**GENERAL RESPONSIBILITIES:** This position is the logistics and coordination manager for the conference and functions as the “right hand” to the Dean, keeping volunteers and venues assigned and organized so that both regularly scheduled and spontaneous events at Eliot are successful. Examples of these activities are afternoon workshops, intergenerational games and evening activities. In addition, the Volunteer Coordinator will coordinate with the Eliot Registrar and Sebeck Director, for supplies, equipment and facilities, during the conference. Recruiting volunteers to get most tasks accomplished is essential, it is not intended that the Volunteer Coordinator perform the jobs themselves.

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**VOLUNTEER 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

**BEFORE CAMP - WORKING WITH DEAN**

- \_\_\_ Discuss with the Dean the special events that will be happening during the week. Plan the schedule for special events. Ensure the Newsletter Editor is informed of the schedule so they can prepare in advance.
- \_\_\_ Assemble a list of all volunteer positions required, ie: campfire, first-aid, evening events (To Tell the Truth, etc.), bell ringers, dance on last evening, talent show, costume parade, concert, art show, tea dance, newcomers welcoming event, registration helpers, people to say grace at meals and the like.
- \_\_\_ Discuss with Dean items you would like included in the first camp newsletter - schedules, where to find First-Aid kits, etc. and where volunteers are needed.
- \_\_\_ You may be asked to help the following people find volunteers before camp: Boat Dock Coordinator; Music Coordinator; Worship Coordinator; etc.
- \_\_\_ Check with the Dean as to what equipment and set-ups will be required for the first day of camp. Let Sebeck know at least two weeks in advance. You will want to work with the Registrar on this, too.

- Establish with the Deans when the Meeting House bell is to be rung. The ringing of bells after 8 p.m. is discouraged in respect for the Seabeck community. [Note: The Seabeck kitchen staff ring the Inn bell five minutes before each meal and when the dining room doors open.]

### **BEFORE CAMP - WORKING WITH REGISTRAR**

- Get a copy of the Camp Participation Form the Registrar emails to campers with their invoices. Note any changes you would like to make (volunteer tasks you would like included or deleted). Return to Registrar by date requested.
- Request the Volunteer Coordinator login information from the Registrar to access the completed Camp Participation Forms.
- Read job description for House Leaders. About two weeks before camp, get roster from Registrar and find people to fill these positions before camp. Let Registrar know who they are so information sheets can be placed in their camper packets. [Note: House Leaders cannot be assigned earlier because housing assignments are subject to change.]

### **BEFORE CAMP - GENERAL**

- If your camp is going to have an Art Show, Costume Parade and/or Talent Show Coordinator read the job descriptions for these positions. IF possible, find coordinators before camp and ask them to read the job descriptions. Otherwise, bring copies to camp to give to campers filling these roles.
- You will need the following items. Before purchasing anything, get the inventory list from the Dean. Most items listed are available in Eliot's storage closet.
  - Large poster boards and colorful poster sheets (8½ X 11")
  - marker pens
  - pencils on strings
  - tacks
  - staplers
  - blue tape
  - clipboard
  - The Venues assignment sheet ready for you to sign up activities.
- Find someone to say grace at the first dinner and breakfast - perhaps the Worship Coordinator for one or Chaplain. Emphasize the first dinner grace should be brief. There is a lot to accomplish this evening.

### **ARRIVAL DAY**

- Attend Camp Staff Meeting.
- See Storage Closet Manager to get supplies stored at Seabeck
- If you have not already done so, find someone in each housing unit to act as a House Leader for the evening house gatherings.
- Make a pitch for volunteers at the Orientation meeting.
- Be a prominent and enthusiastic presence near the check-in location. This is a good time to sign up eager campers for volunteer shifts.

## **DURING CAMP**

- \_\_\_ Following the daily schedule, make sure the equipment needed for various venues is available, chairs set-up, clean-up crews arranged as necessary.
- \_\_\_ When requested, arrange for campfire at fireside (unless fire ban is in effect).
- \_\_\_ Attend daily staff meetings
- \_\_\_ Maintain the Venues assignment sheet to organization location and leader for the events. Using this form will help you to keep track of when events will occur, who is responsible and to keep from double booking where necessary. Keep this form with you to control activities. It is not intended as a "sign-up" sheet.
- \_\_\_ With the Dean, make sure the newsletter editor knows events, times and locations as far in advance as possible.
- \_\_\_ Supervise bell ringing.
- \_\_\_ Maintain the bulletin boards and remind campers where volunteers are needed - in short announcements, via the newsletter and sign-up sheets.
- \_\_\_ On last full day of camp remind campers it is an Eliot tradition to leave the hosting facility cleaner than we found it. Ask Seabeck Office for several garbage bags. Remind House Leaders to pick up garbage bags from you for their housing unit.

## **LAST DAY**

- \_\_\_ Be a prominent and enthusiastic presence. Make an effort to touch base with, and thank key volunteers either by e-mail, in person or mail. In particular, focus on the efforts newcomers have made; we especially want these folks to leave feeling fully appreciated.
- \_\_\_ 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.

## **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**

**GRACE:** You might find it helpful to ask the chaplain to be in charge of making sure a grace is said at each meal. The sign-up sheet for grace should be posted on the door of the dining room so people can easily sign-up on it and we can see if somebody is missing.

**BELL RINGING:** Ask the morning coffee people to ring the wake-up bell and somebody in a small group that meets in the Meeting House to ring the bell at the end of small group. This is an important bell to remind parents to pick up their children.

## **COORDINATING VOLUNTEERS**

- **USE SIGNUP GENIUS WEBSITE** to enroll volunteers before they come to camp for small jobs like bell ringing and saying grace, employing the automatic reminder that this website offers.

- Pass out sticky notes to remind people of commitments they had already made and put sticky notes on the sign up sheets so people could take a reminder note away with them when they signed up for tasks.

### **SPACES**

- **AMPHITHEATER** space a marvelous venue for firelight and evening worship, if weather favorable and if provided wireless microphone and speakers.
- **JUNIPER** is perfect for evening spoken word events like poetry readings and Trivia Games.

Have only one large group activity planned per evening.