

**ELIOT INSTITUTE**  
**DEAN JOB DESCRIPTION**  
(Revised April 2017)

**SELECTION:** Selected by and responsible to the Board represented by the Board Representative.

**QUALIFICATIONS:** An experienced Eliot camper who has held staff positions at previous conferences. Good organizational, administrative, and interpersonal skills are essential. A broad knowledge of camp programs and routines, and acquaintance with a wide variety of campers are most desirable. Shall promote a positive and engaging presence at camp with staff and campers, respond to criticism neutrally and respectfully, maintain a high visibility and accessibility to campers and staff alike.

**ROLE OF DEAN:** Responsible for the general well-being and daily operation of the Camp; responsible also to the Eliot Board through its President or Board Representative, and to be guided by the policies of the Board.

**DEAN'S AUTHORITY:** The Camp Dean may delegate responsibilities and authorities at their discretion.. The Dean is responsible for actions covered in the "Addressing Disrespectful Behavior" document (see last item below). The Board Representative is responsible for actions covered in the Special Problems and Solutions Policy. Deans shall have authority to require any camper to leave for due cause. Should the Dean feel this action is necessary, the Board Rep should be consulted before action is taken, but if that is not possible then the Board rep shall be notified immediately after.

**GENERAL RESPONSIBILITIES:**

- Work with speaker selected by the Eliot Board
- Recruit a full staff for the assigned camp [See Staff Section of Dean Starter Kit]
- Collaborate with Registrar regarding camp attendees
- Develop a full program with music, worship, small groups, and activities
- Collaborate with the Board Representative before camp, during the planning stages, and also at camp so that Board policies are implemented and Board initiatives are incorporated into camp activities
- Work with facility staff to provide an efficient, safe, and responsible environment [Serve as liaison between the Eliot Institute and the facility management during the conference]
- Manage the budget for assigned camp. Consult with Eliot Registrar as needed for guidance.
- Consult and use Dean Time Line to ensure tasks are completed in an orderly and timely manner.
- Be familiar with “Addressing Disrespectful Behavior” and know your responsibilities for handling incidents that might occur at camp. This document plus its companion “Respectful Behavior Expectations” can be found on the Eliot website.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> About Us —> Policies