

**ELIOT INSTITUTE  
YOUTH PROGRAM STAFF**  
(Revised April 2017)

**SELECTION** Selected and appointed by the Youth Advisor, with the advice and approval of the Dean. Responsible to the Youth Advisor.

**QUALIFICATIONS:** Loves and understands teenagers; wants to work with youth; and has a demonstrated ability to relate successfully with them. Social maturity and good interpersonal and organizational skills are required. Successful experience as a youth leader, teacher, recreational leader, counselor or parent is useful. Some experience as an Eliot camper is helpful, but not essential. The minimum age requirement is 25 years. (In keeping with the Code of Ethics of Eliot Institute, the purpose of this requirement is to minimize any confusion about role, i.e. youth staff are resources/leaders, not peers.)

**GENERAL RESPONSIBILITIES:** Under the general supervision of the Youth Advisor, responsible for helping plan, implement, and supervise a Youth Program that supports the Mission Statement, the Code of Ethics, and the traditions of Eliot Institute. When possible, all activities should be inclusive and interactive.

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**YOUTH PROGRAM STAFF  
TIMELINE**

**BEFORE CAMP**

- \_\_\_\_\_ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- \_\_\_\_\_ You will be required to undergo a Background Check. The Registrar will let you know the procedure.
- \_\_\_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_\_\_ Assist in planning and implementing Youth Program.
- \_\_\_\_\_ Become familiar with the “Youth Program Guidelines” [See website]
- \_\_\_\_\_ Read “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
- \_\_\_\_\_ The Youth Advisor will let you know the names and ages of youth.
- \_\_\_\_\_ The Youth Advisor will inform you of any allergies or medical information you need to be aware of regarding youth in the group.

### **ARRIVAL DAY**

- \_\_\_\_\_ Bring all program supplies and equipment you are responsible for to camp.
- \_\_\_\_\_ Attend Youth Staff meeting
- \_\_\_\_\_ Assist in setting up youth area
- \_\_\_\_\_ Attend Parent-Youth-Youth Staff orientation meeting

### **DURING CAMP**

- \_\_\_\_\_ Assist in planning and implementing Youth Program.
- \_\_\_\_\_ In consultation with the Youth Advisor and other youth staff, assist youth in implementing
  - A Youth Worship ( if desired)
  - A Youth overnight
  - Afternoon recreational opportunities
  - Chaperones, as needed, for late night gatherings
- \_\_\_\_\_ Assist in facilitating Youth's positive interaction with the entire Eliot community.
- \_\_\_\_\_ Help monitor and encourage behavior by all that is consistent with Eliot standards and Code of Ethics.

### **LAST DAY OF CAMP**

- \_\_\_\_\_ Unless notified otherwise, you are to remain on duty through the end of the final Worship Service and camp check-out.
- \_\_\_\_\_ Assist Youth Advisor in assembling Eliot inventory to be returned to storage closet.
- \_\_\_\_\_ Assist in clean up of youth area and surrounding grounds
- \_\_\_\_\_ If you made program purchases, submit your reimbursement voucher to the Youth Advisor. If you are not requesting reimbursement, still submit the voucher and mark "donation."

### **AFTER CAMP**

- \_\_\_\_\_ If you have any suggestions or comments that would be helpful to the Youth Committee, please write them up and submit them to the Youth Advisor or Dean.