

**ELIOT INSTITUTE
YOUTH ADVISOR
(Revised April 2017)**

SELECTION: Selected and responsible to the Dean.

QUALIFICATIONS: Loves and understands teenagers, wants to work with youth, and has a demonstrated ability to relate to them. Excellent interpersonal and good organizational skills are required. Preference will be given to a qualified candidate who is an experienced Eliot camper and who has held staff positions at previous conferences. Experience as a teacher, recreational leader or counselor is also useful. The minimum age requirement is twenty-five years of age.

GENERAL RESPONSIBILITIES: Coordinate the planning, staffing, implementation and supervision of a program that supports the Mission Statement, Values Statement, Code of Ethics, and traditions of Eliot. The program, offered during the morning program time, should include a variety of stimulating and challenging activities for all Conference registrants in High School (grades 9-12). When possible, all activities should be inclusive and interactive.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**YOUTH ADVISOR
TIMELINE**

BEFORE CAMP

- _____ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- _____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- _____ You will be required to undergo a Background Check. The Registrar will let you know the procedure.
- _____ Become familiar with Eliot policies and procedures that will affect the youth, including Eliot DUWOP policy (See “Youth Program Guidelines” on 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 —> About Us —> Policies

BEFORE CAMP - WORKING WITH DEAN

- _____ Consult with the Dean to determine:
 - staffing allocation (ratio of staff to youth is 1:8),
 - “camp credits” available
 - supply budget for Youth Program.
 - which of you will keep in contact with the Registrar regarding staff
- _____ Get the inventory list from the Dean to see what supplies are currently on hand at camp and what will need to be brought. Most inventory is now reusable items. Purchase additional supplies only as required -- and within budget.
- _____ Provide the Dean with an outline of the Program prior to camp.

BEFORE CAMP - WORKING WITH REGISTRAR

- _____ As you select your staff, send the names to the Dean and Registrar. The Registrar will send out the necessary forms to your staff.
- _____ Either you or the Dean need to check on a regular basis with the Registrar to be sure each staff person is a registered camper and has submitted a contract, an ethics form, and undergone a police background check.
- _____ From the Registrar, obtain the name, age and contact information of each registered youth.
- _____ Prior to camp the Registrar will send you a summary (Excel spreadsheet) of medical form information for each youth. Make note of any allergies or medical information your staff needs to be aware of and inform them.

BEFORE CAMP - STAFF PLANNING AND RECRUITING

- _____ Recruit (with the Dean's approval), and assign the necessary staff, at the ratio of one staff to eight youth. Every effort should be made to have men and women represented on the staff and at least one young adult between the ages of 25-35.

[Be advised that after January 30 (for summer camps) no housing spaces will be held open for camp staff. If a position is not staffed by then and the camp is full, you will have to fill the position with a registered camper.]
- _____ Inform each staff person that they must register for camp, sign a contract and Code of Ethics and undergo a Background/Police Check.

BEFORE CAMP - PROGRAM PLANNING

- _____ Establish a Youth program and time schedule.
- _____ Inform staff of program expectations.
- _____ Ensure additional/required supplies and snacks are purchased. These items should be within budget allotment as determined by the Dean. Keep receipts and/or ask others making purchases to keep receipts and fill out reimbursement vouchers.
- _____ Ensure staff has read documents on website listed under “Youth Program Guidelines.”
- _____ Inform each staff person of the names and ages of youth.
- _____ Write a letter of welcome to each youth before the Conference, informing them and their parents of the kind of program and experiences to expect, and what they might bring along to complement the program. This letter can be included with the Registrar’s email pre-camp newsletter or sent separately.

ARRIVAL DAY

- _____ Attend camp staff meeting
- _____ Ensure required supplies and equipment are transported to, or are available at, camp. See Storage Manager for supplies stored at Seabeck.
- _____ Schedule and hold a meeting with Youth Program Staff.
- _____ Be sure staff is aware of any youth allergies or medical conditions.
- _____ With staff, set up area where program will be held.
- _____ Facilitate a Youth-Parent-Youth Staff Orientation the first night. The Dean and Board Representative should be present.
 - Review Eliot policies regarding no sex, no alcohol, no firearms, and no drugs
 - Review DUWOP policy and explain reasons. (See “Youth Program Guidelines”)
 - Explain consequences for non-adherence to Eliot policies
 - Ensure that youth understand during the morning they will be in their own room, the designated youth space, or in a youth-sponsored activity.
 - Make it known that two chaperones must be present for youth program events to take place (morning, night time, and special events).
- _____ Any seventeen-year-old youth requesting to join the Young Adult Group must have written permission from their parents.

DURING CAMP

- _____ Supervise Youth Program Staff and remain on site for the entirety of their morning program.
- _____ Develop with Youth Program Staff and youth any plans for intergenerational or youth social activities planned. These activities might include a youth worship, bridging, and/or youth-hosted special events. Determine who will be in charge of planning each event.
- _____ Ensure Youth Program Staff or appropriate chaperones supervise all youth program activities.
- _____ Inform the Dean of any changes and/or additions to made to the youth program as the week progresses.
- _____ Attend the Dean's daily staff meetings.
- _____ Early in the week, determine whether the youth wish to coordinate or participate in the traditional Youth Worship Service. Ensure that they are assisted by an adult who is experienced in presenting quality worship services and music. If a “Bridging Ceremony” is to be part of the service, please see Guidelines.
- _____ Establish which night the youth will hold their overnight and the location.

- _____ Schedule and conduct a meeting of youth, parents and chaperones to review guidelines for the Youth Overnight. See “Youth Overnight (Sleepover)” in the Youth Program Guidelines.
- _____ Establish some procedures for cleaning up the youth area and surrounding grounds during the week.

LAST DAY OF CAMP

- _____ With youth staff, oversee clean-up of youth area.
- _____ 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.
- _____ Collect reimbursement vouchers from staff who have made purchases, including donations where staff are not requesting reimbursement. Fill out your reimbursement voucher. Have all vouchers signed by the Dean and then submit to the Registrar for reimbursement.

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.
- _____ Write or email thank you’s to your staff.