

**ELIOT INSTITUTE  
CHILDREN'S PROGRAM STAFF**  
(Revised May 2017)

**SELECTION:** Selected by the Children's Program Director, with the advice and approval of the Dean. Responsible to the Children's Program Director.

**QUALIFICATIONS:** Loves and understands children; wants to work with children; and has some successful experience working with children. Good organizational and interpersonal skills are required. Experience as a teacher, recreational leader, or parent is also useful. Some experience as an Eliot camper is helpful, but not essential.

**GENERAL RESPONSIBILITIES:** Under the general supervision of the Children's Program Director, be responsible for planning, implementing, and supervising a daily morning Children's Program (from 9 a.m. to noon) that supports the Mission Statement, the Code of Ethics, and the traditions of Eliot Institute. In keeping with the Mission Statement, the program should include a variety of stimulating, challenging and creative activities that "enrich the spiritual, social, and intellectual lives" of infants through 8th graders inclusive.

**SPECIFIC RESPONSIBILITIES:** [See Timeline]

**CHILDREN'S PROGRAM STAFF  
TIMELINE**

**BEFORE CAMP**

- \_\_\_\_\_ Register for camp. Sign contract and Code of Ethics form 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
- \_\_\_\_\_ Become familiar with Children's Program Guidelines, in particular the Health and Safety Guidelines and DUWOP policy.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_\_\_ 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
- \_\_\_\_\_ From the Children's Program Director, obtain the names and ages of all children registered for your group.
- \_\_\_\_\_ Review program expectations of Director. Are you expected to plan the program for your group? If yes, do so.
- \_\_\_\_\_ Let Director know of any supplies you would like for your group. If you are purchasing supplies, make sure they are within your budget and keep receipts. You will need to fill out a reimbursement voucher and submit it to the Children's Program Director.

## **ARRIVAL DAY**

- Bring all program supplies and equipment you are responsible for to camp.
- Attend Children's Program Staff meeting
- The Children's Program Director will inform you of any allergies or medical conditions of children in your group.
- Set up program spaces and materials.
- Attend Children's Program Orientation meeting with parents and children.

## **DURING CAMP**

- Attend morning ingathering program and meet with your group outside afterwards. Take your group to its meeting place.
- Supervise your group
- Return children to flag pole at noon to meet parent(s)/sponsor(s) if children are not being met at class space..
- If there is to be a "Bridging" Ceremony for MAGs who will be in the youth group next year, let the child and parent/sponsor know the child does not go into the youth group until the following summer.

## **LAST DAY OF PROGRAM**

- Return usable supplies and equipment used by the Children's Program and belonging to Eliot Institute to storage area for Children's Program Director to inventory.
- Tidy up space used by your group.
- If you made program purchases, submit your reimbursement voucher to the Director. If you are not requesting reimbursement, still submit the voucher and mark "donation."

## **AFTER CAMP**

- If you like, or if requested, submit a short report to the Director with suggestions, comments, you feel would be of interest to future staff within one week of the end of camp.