

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

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Loves and understands children; wants to work with children; and has successful experience as a children's R.E. program leader or equivalent experience. . Excellent organizational and interpersonal skills are required. Experience as a teacher or recreational leader is also useful. Some experience as an Eliot camper is strongly desired. Preference may be given to a candidate with a specific children's program in mind.

GENERAL RESPONSIBILITIES: Planning, implementing, and supervising a daily morning Children's Program that supports the Mission Statement, Values Statement, Code of Ethics, and traditions of Eliot. 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 DIRECTOR
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 —> Volunteers —> Camp Jobs
- _____ Become familiar with Children's Program Guidelines, in particular the Health and Safety Guidelines and DUWOP policy.
See 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 —> About Us —> Policies

BEFORE CAMP - WORKING WITH DEAN

- _____ Consult with the Dean to determine:
 - _____ staffing allocation
 - _____ "camp credits" available
 - _____ supply budget for Children's Program.
 - _____ program space for each group of children.
- _____ Ask for the Inventory List from the Dean to see what supplies are currently on hand at camp and determine what will need to be brought. Most inventory is now reusable items. Purchase additional supplies only as required – and within budget.

- _____ In consultation with the Dean, assign program space for each group of children.
- _____ Provide the Dean with an overview or outline of the program planned 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.
- _____ Decide if you or the Dean will 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 names, ages, and contact information of all children registered.
- _____ Prior to camp the Registrar will send you a summary (Excel spreadsheet) of medical form information for each child. Make note of any allergies or medical information your staff needs to be aware of and inform them.

BEFORE CAMP - STAFF PLANNING AND RECRUITING

- _____ Determine the number of children in each group, according to age/grade as of September, using the following guidelines:
 - Infants/Toddlers: age 3 and under;
 - Preschool: 3-5 year olds through Kindergarten;
 - Primary: Grades 1 through 3;
 - Intermediate: Grades 4 and 5;
 - MAGs: Grades 6 through 8.[These age/grade groupings are guidelines only. The Children's Program Director, in consultation with the Dean, has the latitude to shift the groupings according to enrollment or other program issues.]
- _____ Recruit (with the Dean's approval), and assign the necessary staff. Every effort should be made to have men and women represented on the staff. Minimum expectations:
 - one staff person per 3 children aged 3 and under
 - one staff person per 5 children in pre-school through Grade 5
 - one staff person per 6 children for MAGs[Be advised that after January 31 (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 they must apply for camp, sign a contract and Code of Ethics and return it to the Registrar. Also, they will be required to undergo a Background Check. The Registrar will let them know the procedure.
- _____ Recruit a volunteer to be a back up or respite assistant/teacher who can step in and help out in the Children's Program if needed (for instance if a teacher or assistant becomes ill, or has an ill child to care for). This volunteer must agree to have a background check and his/her name needs to be submitted to the Registrar along with other Children's Program staff so that a background check can be run. Please note that background checks in Canada take significantly longer than in U.S. and take this into account when recruiting for this position.
 - If a person is called on to take a position during camp, the Deans may wish to use discretionary funds to give camp credit for this work.

BEFORE CAMP - PROGRAM PLANNING

- _____ Establish a Children’s program and time schedule for each age group for the 9:00 a.m. to noon period each day of the Conference. You are required to be on site for the entirety of morning program.
- _____ Inform staff of program expectations.
- _____ Ensure staff has read documents on website listed under “Children’s Program Guidelines.”
- _____ Ask the Dean for the inventory list for your program. Purchase additional supplies, toys and/or snacks as required — and within budget. This task can be delegated. Keep receipts and/or ask others making purchases to keep receipts and fill out reimbursement vouchers.
- _____ Ensure a letter of welcome or email, written by the Director or Lead Teacher, is sent to each child before the Conference, informing them and their parent(s)/sponsor of the kind of program and experiences to expect, and what they might bring along to complement the program. Although this letter may be emailed, many children enjoy getting personal letters.

ARRIVAL DAY

- _____ Ensure that required supplies and equipment are transported to, or are available at, the Eliot facility. See Storage Closet Manager to get supplies stored at Seabeck.
- _____ Attend camp staff meeting.
- _____ Review the (Excel spreadsheet) of medical form information for each child for any new additions. **Check them carefully to make note of any allergies or medical information the staff needs to be aware of and inform your staff.**
- _____ Schedule and hold a meeting with Children’s Program Staff. The agenda might include: Children’s medical information; Program space; Supplies available; Meeting with parents after evening all-camp orientation.
- _____ With staff, set up program spaces and materials.
- _____ On the first evening of the Conference convene a meeting of all children, their parents/sponsors and all children’s staff. Explain the morning program provided by Eliot. Introduce staff and arrange for brief meetings that evening for each children’s group. See “Children and Parent/Sponsor Orientation Talking Points” in the Children’s Program Guidelines.

DURING CAMP

- _____ Supervise Children’s program staff and remain on site for the entirety of their morning program.
- _____ Attend daily staff meetings
- _____ Provide a morning snack for the children

- _____ Assist staff in performing minor first aid and know the location of Eliot's First Aid Volunteer during the morning hours
- _____ If there will be a MAG sleepover, decide which night (except last night) and the location. Schedule and conduct a meeting of MAGs, parents, and chaperones to review guidelines for the MAGs Overnight Sleepover. See "MAG/Youth Overnight Sleepover", in the Children's Program Guidelines.
- _____ If there is to be a "Bridging" Ceremony for MAGs who will be in the youth group next year, let the child and parent know the child does not go into the youth group until the following summer.

LAST DAY OF PROGRAM

- _____ 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.
- _____ With Children's Staff, oversee the clean up of spaces used by the Children's program.
- _____ 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.

IDEAS, HINTS, AND TIPS

REIMBURSEMENT FORMS

Collect the reimbursement requests from staff so you can look them over before handing them in to the deans for approval. Your post-camp report then could include a one-line financial report, on the order of : the Children's Program spent \$69 on supplies and \$213.69 and snacks, well within our budget of \$369. The report should detail the expenses that were reimbursed, and the donations made by volunteers, to better document expenses for future budgets.

BABYSITTING

Revive the informal baby sitter system when we have large cohorts of children under age 10. Assist parents in organizing their own cooperative babysitting, as required, after 12 noon. This may simply require putting parents in touch with one another, and explaining that Eliot does not provide babysitting beyond noon. It may also include helping them contact young campers who might be available to babysit for a fee. Beyond this initial assistance, the Children's Program Director and staff need not be responsible for babysitters. Parents are responsible for all costs incurred after 12 noon.

INVENTORY

Add embroidery thread to the supply list in the closet. Making friendship bracelets is a well-loved camp kid craft project.