

**ELIOT INSTITUTE
PROGRAM DIRECTOR FOR CHILDREN & YOUTH
(Smaller Camps)
(Revised April 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Loves and understands children and youth; has worked on the children or youth program at an Eliot camp in previous years; and has successful experience as a R.E. program leader. Excellent organizational and interpersonal skills are required. Experience as a teacher or recreational leader is also useful. Preference may be given to a candidate with a specific program in mind. In keeping with the Eliot Institute Code of Ethics, the minimum age requirement is 25 years.

GENERAL RESPONSIBILITIES: Planning, implementing, and supervising a daily morning program for children and youth ages birth to 18 that supports the Mission Statement, the Code of Ethics, and traditions of Eliot.

During conferences with a low enrollment of children and youth, expect to work directly with a group of children or youth, either as a lead or assistant teacher, and be included in the child/youth to staff ratio. 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”.

SPECIFIC RESPONSIBILITIES: [See Timeline]

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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 affect children (See “Children’s Program Guidelines”) and youth , including Eliot DUWOP policy (See “Youth Program Guidelines”)
- _____ 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 THE DEAN

- _____ Consult with the Dean to determine:
 - _____ staffing allocation
 - _____ “camp credits” available
 - _____ supply budget for Children/Youth Program.
 - _____ which of you will keep in contact with the Registrar regarding staff

- _____ Obtain 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 as required - and within budget.
- _____ In consultation with the Dean, assign program space for each group of children and youth.
- _____ Provide the Dean with an overview of the program planned for children and youth prior to the Conference.
- _____ On the first evening, schedule time for Children's Orientation and Youth Orientation. These meetings include appropriate staff, children/youth, and parent/sponsors.

BEFORE CAMP - WORKING WITH THE 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.
- _____ 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, address, and contact information of all children and youth registered.
- _____ Before camp the Registrar will send you a summary (Excel spreadsheet) of medical form information for each child/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

- _____ Determine the number of children/youth 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
 - Youth : Grades 9 through 12

[These age/grade groupings are guidelines only. The Program Director, in consultation with the Dean, has the latitude to shift the groupings according to enrollment or other program issues. The age range for youth or MAGs at a particular camp may be extended to include younger members in order to meet the needs of group dynamics or to achieve critical mass.
- _____ 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 and, if possible, at least one adult between the ages of 25-35. 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
 - one staff person per 8 youth

_____ 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 Dean may wish to use discretionary funds to give camp credits for this work.

_____ Inform each staff person they must apply for camp, sign a contract and Code of Ethics plus undergo a background/police check. They will be contacted by the Registrar on how to proceed with the background check.

BEFORE CAMP - PROGRAM PLANNING

_____ Established a program for each age group and time schedule for the 9:00 a.m. to noon period each day of the Conference. Consider having each age group working on a common theme that will add to the life of the camp.

_____ Inform staff of program expectations.

_____ In consultation with the Dean, assign program space for each group of children and for the youth.

_____ Ensure the youth space is available to them for the entire length of the camp.

_____ Purchase additional supplies, toys and/or snacks as required -- and within budget. This task can be delegated. To find what Inventory is already at camp, ask Dean for inventory list.

_____ Ensure staff read documents on website listed under "Children's Program Guidelines" and/or "Youth Program Guidelines."

_____ Ensure a letter or email of welcome is sent to each child/youth 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. This letter can be written by the Director or Lead Teacher and either emailed or mailed.

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 or youth 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 your 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.

_____ Convene Children's Orientation meeting:

_____ This includes all children and their parent(s)/sponsor(s) and staff. Explain the morning program provided by Eliot. Introduce children's staff and arrange for brief meetings that evening for each children's group. See "Children and Parent Orientation Talking Points" in Children's Program Guidelines.

_____ If desired, assist parents of young children in organizing their own cooperative babysitting, after 12 noon. See Ideas, Hints, and Tips page 5.

_____ Convene Youth Orientation meeting:

_____ This includes youth, their parent(s)/sponsor(s) and staff. The Dean and Board Representative should be present. Provide a brief overview of the program for the week. See "Youth and Parent/Sponsor Meeting - First Night" in the Youth Program Guidelines. In particular, note the following:

- 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).

_____ FYI - Any 17-year old youth wishing to join the Young Adult Group will need written permission from their parents.

DURING CAMP - CHILDREN AND YOUTH

_____ Supervise children and youth program staff and remain on site for the entirety of the morning program.

_____ Attend daily staff meetings

_____ Inform the Dean and other staff members of changes and additions to your program as the week progresses.

_____ Assist staff in performing minor first aid and know the location of Eliot's First Aid Volunteers during the morning hours.

DURING CAMP - CHILDREN

_____ Provide a morning snack for the children

_____ 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.

_____ If there will be a MAG sleepover, decide which night (except the 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.

DURING CAMP - YOUTH

- _____ 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 that Youth Staff or chaperones supervise all youth program activities.
- _____ 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 Youth Program Guidelines.
- _____ Establish which night the youth will hold its overnight and the location. Schedule and conduct a meeting of youth, parents, and chaperones to review guidelines. (See “Youth Overnight (Sleepover) in Youth Program Guidelines on the Eliot website.)
- _____ Establish some procedures for cleaning up the youth area and surrounding grounds during the week.

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. This includes First Aid kits. 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 Program Staff, oversee clean up of spaces used by children and youth 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 notes 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.