

**ELIOT INSTITUTE**  
**SMALL GROUP FACILITATORS**  
(Revised May 2017)

**SELECTION:** Selected by and responsible to the Small Group Coordinator. The Small Group Coordinator selects sufficient facilitators so all adult campers can participate in morning discussion groups having no more than eleven members.

**QUALIFICATIONS:** Has attended a morning program at least one year; has participated in a small group at least one year; and must attend the morning program. It is helpful if the individual has experience as a facilitator, teacher or counselor. Also, personal qualities such as an ability to listen to others, a caring and non-judgmental demeanor, and an ability to encourage all group members to participate are important.

**GENERAL RESPONSIBILITIES**

- Facilitate Small Group discussion.

**SPECIFIC RESPONSIBILITIES** [See Timeline]

**SMALL GROUP FACILITATORS**  
**TIMELINE**

**BEFORE CAMP**

- \_\_\_ Get time of Arrival Day Small Group Facilitators Meeting. Plan on arriving at camp in time for the meeting.
- \_\_\_ Regularly check the website job description for a new Revised date.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs

**ARRIVAL DAY**

- \_\_\_ Attend the Small Group Facilitators Orientation meeting.
- \_\_\_ From the Coordinator
  - \_\_\_ Get the list of your group members and location of your small group meeting.
  - \_\_\_ Get the Small Group discussion points

**FIRST SMALL GROUP MEETING**

- \_\_\_ Facilitate introductions; set ground rules, including confidentiality; and set an ending time that accommodates anyone needing to pick up a young child.
- \_\_\_ With the group, decide if you will meet outdoors in good weather. Accommodate special needs of members in regard to mobility, sun protection, etc.
- \_\_\_ Remind participants to let someone in the group know if they will be absent, but encourage all to try to attend all meetings.

- \_\_\_ Create a process for the group which includes an opening, review of discussion questions, discussion and closing.
- \_\_\_ Review or create guidelines the group will follow, i.e. confidentiality, making sure everyone has a chance to speak, etc.

## **DURING CAMP**

- \_\_\_ Attend every morning program.
- \_\_\_ Encourage each group member to participate. Offer to meet with members outside of the group if they seem to have a particular issue they need more time to discuss than the group allows. Redirect the discussion when it gets sidetracked. Assure that no single person dominates the group.
- \_\_\_ Make a note of any questions or concerns the group has which should be brought to the small group facilitators' meeting.
- \_\_\_ Pay attention to anyone who misses the group. If possible, find out why they did not come.
- \_\_\_ Attend the daily Small Group Facilitators Meetings.
  - \_\_\_ It is inappropriate and strongly discouraged that facilitators or the coordinator critique the speaker or suggest changes in a speaker's planned program. If a problem arises requiring the attention of the speaker, the coordinator will evaluate the seriousness of the concern and privately advise the speaker and Dean as necessary. Unless the speaker clearly requests a critique of the presentation by the facilitators, restrict meeting time to discussing the theme topic and discussion questions.