

**ELIOT INSTITUTE
NEWCOMER HOST
(Revised May 2017)**

SELECTION: Selected by and responsible to the Dean. The Dean may assign this selection to the Volunteer Coordinator.

QUALIFICATIONS: An experienced Eliot camper who likes meeting people, knows the campus, and is familiar with Eliot policies.

GENERAL RESPONSIBILITIES: To be in contact with newcomers before and during camp

SPECIFIC RESPONSIBILITIES: [See Timeline]

**NEWCOMER HOST
TIMELINE**

BEFORE CAMP

- ___ Register for comp. Sign contract and Code of Ethics; return to Registrar.
- ___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- ___ Contact all newcomers identified by registrar before camp to tell them about the orientation and to ask if they would like a mentor to meet with during the week.
- ___ Determine with the Volunteer Coordinator where meeting will take place and time. The Orientation is always held on arrival day.
- ___ Plan the agenda (See below for ideas)
- ___ Decide if a tour of the Seabeck campus will be offered.
- ___ Invite Board Rep and Dean(s) to attend. Ask if they would like to speak.
- ___ Recruit other campers of various ages who are willing to assist with the orientation and serve as tour guides and/or mentors as needed. Ask Volunteer Coordinator to ask for volunteers on list sent to campers prior to camp.

ARRIVAL DAY

- ___ Be present as much as possible at the check-in desk to meet and greet newcomers as they arrive

NEWCOMER ORIENTATION MEETING

— Welcome Campers. Consider going around the room for a brief check-in; name, where from, and U-U church affiliation (if any). Ask if they have any questions: are clear about their rooms and about meals, etc. Point out that the roster may answer many questions. If time later, can ask how they learned about Eliot, what they hope to get out of camp, etc.

— If Dean(s) and/or Board Representative are present, introduce them and invite them to say a few words about their role at camp. The Board Representative could talk about Eliot, governance, history etc.

— Intentional Community.

— Read Eliot Mission Statement: “Eliot Institute creates and supports an inclusive community of celebration, friendship, exploration, relaxation and joy for Unitarian Universalists, their families and friends.”

— Explain how our intentional community is built at each camp. We covenant to follow rules so that camp is a welcoming and safe experience that we make together for one another.

— Rules can be found in roster and will be discussed at All Camp Meeting in the evening.

— Eliot History.

Camps have been going since 1947. Volunteer Board (selected by Nominating Committee and voted on by campers) sets policy. Eliot contracts with Seabeck Conference Center for use of their grounds, etc.

— Newsletter: Is published daily and usually available at Social Hour or handed out at dinner. Many campers tuck it in their name tag pocket.

— Point out the annotated map on the back of the roster, and quickly describe where various activities are generally held.

— Open time for questions. Encourage newcomers to ask experienced campers (i.e., not having a red dot on their name tag) any questions as they come up later on. Remind them that the only “stupid question” is the one they don’t ask.

— Encourage the newcomers to ask questions of the host volunteers at any time during the week and ask if any of the newcomers would like a mentor to meet with during the week.

— Tours of Seabeck Campus. If these are to be offered, introduce tour guides, etc.

DURING CAMP

— Check in with newcomers and mentors mid-week.

— Find time during the last few days of camp to contact new campers and get feedback on their camp experience. If the person is interested in getting more involved by volunteering, have them contact the Board Representative or respond to the “Finding Your Niche” survey.

AFTER CAMP

— Review the camp feedback for any newcomers that identify themselves as such in the surveys.

____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

From Steve Rosen (Long-time August host)

Trying to organize the tours after the talking part of the orientation, it was most convenient to be at the Meeting House. Even the newcomers can figure out or be directed as to how to get there. When we start there, we can point out Spruce and where the tennis courts are, as being one end of the Seabeck campus, and then make our way over to Colman and the opposite end.

From July 2016 Host:

- First contacted each family via email. Introduced self: *“I am _____, the July Eliot Newcomer Host this year. I am sending this email to introduce myself and let you know how much I look forward to meeting you and welcoming you to Eliot. In addition to a short orientation meeting just before dinner on the afternoon that we arrive, I will be available all week to answer questions, help you locate events, people, quiet spaces, etc. They went on to tell a little of their Eliot history and ended with: As the date approaches, the excitement level is ramping up at our house. I hope this is true at your house as well. If it is ok, I would like to call you on the phone in the near future to learn a little more about you and how I can be a more effective Orientation Host for you.”*
- Called each newcomer on the list within 2 weeks of sending the emails
 - Repeated the invitation to attend the newcomer meeting
 - Asked if they have signed up for small group, and explain the value participating in a small group
 - Find out if they have a mentor or “camp buddy” to help them learn the ropes and get oriented
 - Ask if they received the pre-camp newsletter and if they have additional questions
- Phone call follow-up:
 - Alert registrar to email/phone number corrections
 - Let small groups coordinator know if newcomers want to be added to a small group
 - Find a “camp buddy” for any newcomer needing one – invite the buddy to the newcomer meeting
- Sent a brief email to all the Newcomers, telling them how much I enjoyed meeting and welcoming them, and hoping to see them at a future Eliot, now that they are part of the “Eliot family.”

[This position was created & approved January 2016]