

**ELIOT INSTITUTE**  
**CHILDREN'S PROGRAM DIRECTOR**  
**JOB DESCRIPTION**  
(Updated June 2010)

**SELECTION:** The Children's Program Director is selected and appointed by the Dean, and is responsible directly to the Dean.

**QUALIFICATIONS:** The most desirable candidate for this position loves and understands children; wants to work with children; and has successful experience as a children's R.E. program leader. Good organizational and interpersonal skills are required. Experience as a teacher or recreational leader is also useful. Some experience as an Eliot camper is helpful but not essential. Preference may be given to a candidate with a specific children's program in mind.

**GENERAL RESPONSIBILITIES:** The Children's Program Director is responsible for planning, implementing, and supervising a daily morning Children's Program that supports the Mission Statement and traditions of Eliot. The program should include varied and creative activities for all conference registrants aged birth to 13 years.

**SPECIFIC RESPONSIBILITIES:**

- ☞ Consult with the Dean on a regular basis.
- ☞ Consult with the Registrar when required.
- ☞ Select (with the Dean's approval), recruit, assign, and supervise the necessary staff.
- ☞ Establish a Children's program for the established time period each day of the Conference and remain on site for the entirety of this program.
- ☞ Ensure that required supplies and equipment are at the Eliot facility.
- ☞ On the first evening of the conference, convene a meeting of all children and their parents or sponsors.
- ☞ Attend the Dean's daily staff meetings during the Conference.
- ☞ Be accountable for all inventory.
- ☞ Be familiar with Health and Safety Guidelines for children (*NOTE: currently being reviewed*)
- ☞ Keep medical forms for each child in an easily accessible location. Ensure you know where the Registrar keeps the Medical History form originals. Inform children's staff of any allergies or medical conditions of children in their group.
- ☞ Submit a written report on the Children's Program to the Dean.

**CHILDREN'S PROGRAM DIRECTOR**  
**TIME LINE**

## **BEFORE CAMP**

- \_\_\_\_\_ Apply for camp, sign a contract and a Code of Ethics, and follow the background check procedure as directed by the Registrar.
- \_\_\_\_\_ Become familiar with Health and Safety Guidelines for children. *[NOTE: Currently being reviewed.]*

### **WORKING WITH THE DEAN**

- \_\_\_\_\_ Consult with the Dean to determine:
  - 👉 staffing allocation
  - 👉 “camp credits” available
  - 👉 supply budget for Children's Program.
  - 👉 which of you will keep in contact with the Registrar regarding staff
- \_\_\_\_\_ Either you or the Dean need to let the Registrar know the names of those you have appointed as staff. The Registrar will then send out the necessary forms to those staff person.
- \_\_\_\_\_ Either you or the Dean need to 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.
- \_\_\_\_\_ Obtain the Inventory List from the Dean to see what supplies are currently on hand at camp (ask for Inventory list) and what will need to be brought. Most inventory is now reusable items.
- \_\_\_\_\_ In consultation with the Dean, assign program space for each group of children.
- \_\_\_\_\_ Provide the Dean with an overview of the Program prior to the Conference.

### **STAFF PLANNING AND RECRUITING**

- \_\_\_\_\_ Obtain the names and ages of all children registered and 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 (including a minimum of two staff per age group):
  - 👉 one staff person per 3 children aged 3 and under
  - 👉 one staff person per 5 children in pre-school through Grade 5
  - 👉 one staff per 6 children for MAGs

[Be advised that four months before camp (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. It is also suggested you find two or three registered campers who would be willing to assist with the morning program if needed.]

\_\_\_\_\_ Let staff know they must apply for camp, sign a contract and Code of Ethics and undergo a background check.

## **PROGRAM**

\_\_\_\_\_ Establish a Children's program and time schedule for the 9:00 a.m. to noon period each day of the Conference.

\_\_\_\_\_ Inform staff of program expectations.

\_\_\_\_\_ Ensure additional/required supplies, toys and/or snacks are purchased. These items should be within budget allotment as determined by the Dean. Keep receipts and/or ask others making purchases to keep receipts and fill out reimbursement vouchers.

\_\_\_\_\_ Ensure a letter of welcome is sent to each child before the Conference, informing him/her and his/her 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. This letter can be included with the Registrar's mail pre-camp newsletter or sent separately.

## **FIRST DAY OF CAMP**

\_\_\_\_\_ Ensure that required supplies and equipment are transported to, or are available at, the Eliot facility.

\_\_\_\_\_ Attend camp staff meeting.

\_\_\_\_\_ Obtain medical forms for each child from the Registrar. **Check them carefully to make note of any allergies or medical information the staff needs to be aware of.** Keep this information in an easily accessible location. Inform children's staff of any allergies or medical conditions of children in their group.

\_\_\_\_\_ Schedule and hold a meeting with Children's Program Staff

\_\_\_\_\_ With staff, set up program spaces and materials.

\_\_\_\_\_ On the first evening of the Conference convene a meeting of all children and their parents or sponsors. Explain to parents the morning program provided by Eliot. Introduce children's staff and arrange for brief meetings that evening for each children's group.

\_\_\_\_\_ 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 need not be responsible for babysitters. Parents are responsible for all costs incurred after 12 noon.

### **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 teachers in performing minor first aid and know the location of Eliot's volunteer doctor during the morning hours
- \_\_\_\_\_ If there is to be a "Bridging" Ceremony for MAGs who will be in the youth group next year, the child and parent need to be aware the child does go into the youth group until the same time next year. Therefore a MAG "bridging" at July camp does not go into the youth group until the next July.
- \_\_\_\_\_ Determine with MAG Staff which night the MAGs will hold their overnight. (See "Overnight Guidelines")

### **LAST DAY OF CAMP**

- \_\_\_\_\_ Ensure that all supplies and equipment used by the Children's Program and belonging to Eliot Institute are accounted for, re-inventoried, and returned at the end of the Conference to an allocated storage location.
- \_\_\_\_\_ Provide the Volunteer Coordinator with a written inventory of remaining supplies, for use by the next Children's Program Director.
- \_\_\_\_\_ Tidy up space used by Children's program.
- \_\_\_\_\_ Collect reimbursement vouchers from staff who have made purchases. 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 after the Conference, submits to the Dean a written report on the Children's Program, including recommendations for subsequent conferences.
- \_\_\_\_\_ Write or e-mail thank you's to your staff.