

**ELIOT INSTITUTE**  
**CHILDREN'S PROGRAM STAFF**  
(Revised April 2010)

**SELECTION AND APPOINTMENT:** The staff of the Children's Program are selected and appointed by the Children's Program Director, with the advice and approval of the Dean. Children's Program staff members are responsible to the Children's Program Director.

**QUALIFICATIONS:** The most desirable candidates for this position love and understand children; want to work with children; and have some successful experience working with children. Good organizational and interpersonal skills are required. Experience as a teacher, recreational leader, or parent is also useful. Some experience as an Eliot camper is helpful, but not essential. Staff members will be asked to sign two documents: a contract indicating duties and amount of compensation, and a statement agreeing to abide by Eliot's Code of Ethics. A background check will be carried out on all staff.

**GENERAL RESPONSIBILITIES:** Under the general supervision of the Children's Program Director, the staff of the Children's Program are responsible for planning, implementing, and supervising a daily morning Children's Program (from 9 a.m. to noon) that supports the Mission Statement, the Code of Ethics, and the traditions of Eliot Institute. 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" of infants through 8th graders inclusive.

**SPECIFIC RESPONSIBILITIES:** As assigned by the Children's Program Director.

## **CHILDREN'S PROGRAM STAFF - LEAD TEACHER**

### **TIME LINE**

#### **BEFORE CAMP**

- \_\_\_\_\_ Register for camp and return your signed contract and Code of Ethics form, and provide a police background check.
- \_\_\_\_\_ Become familiar with Health and Safety Guidelines for children.
- \_\_\_\_\_ Obtain the names and ages of all children registered for your group
- \_\_\_\_\_ Review program expectations of Director. Are you expected to plan the program for your group? If yes, do so.
- \_\_\_\_\_ Let Director know of any supplies you would like for your group. If you are purchasing supplies, make sure they are within your budget and keep receipts. You will need to fill out a reimbursement voucher and submit it to the Children's Program Director.

#### **FIRST DAY OF CAMP**

- \_\_\_\_\_ Bring all program supplies and equipment you are responsible for to camp.
- \_\_\_\_\_ Attend Children's Program Staff meeting
- \_\_\_\_\_ Find out where medical forms for each child will be kept.
- \_\_\_\_\_ Learn of any allergies or medical conditions of children in your group.
- \_\_\_\_\_ Set up program spaces and materials.
- \_\_\_\_\_ Attend Children's Program Orientation meeting with parents and children.

#### **DURING CAMP**

- \_\_\_\_\_ Attend morning ingathering program and meet with your group outside afterwards. Take your group to its meeting place.
- \_\_\_\_\_ Supervise your group
- \_\_\_\_\_ Return children to flag pole at noon to meet parent(s)/sponsor(s) if children are not being met at class space..
- \_\_\_\_\_ 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.

#### **LAST DAY OF CAMP**

- \_\_\_\_\_ Return usable supplies and equipment used by the Children's Program and belonging to Eliot Institute to storage area for Director to inventory.
- \_\_\_\_\_ Tidy up space used by your group.
- \_\_\_\_\_ If you made program purchases, submit your reimbursement voucher to the Director.

#### **AFTER CAMP**

- \_\_\_\_\_ If you like, submit a short report to the Director with suggestions, comments, you feel would be of interest to future staff.

(Revised { April 2010)