

**ELIOT INSTITUTE**  
**CAMP DEAN JOB DESCRIPTION**  
(Updated March 2007)

**SELECTION:** Dean (or Co-Deans) is (are) selected and appointed by the Eliot Board to preside over each Eliot Camp.

**QUALIFICATIONS:**

The Dean should be an experienced Eliot camper who has held staff positions at previous conferences. Good organizational, administrative, and interpersonal skills are essential. A broad knowledge of camp programs and routines, and acquaintance with a wide variety of campers are most desirable. The desired candidate shall promote a positive and engaging presence at camp with staff and campers, respond to criticism neutrally and respectfully, maintain a high visibility and accessibility to campers and staff alike and serve as mediator in cases in dispute, consulting with the Eliot Board representative, for clarification and support.

**ROLE OF DEAN:**

The Dean is responsible for the general well-being and daily operation of the Camp. He/She is responsible also to the Eliot Board through its President or Board Representative, and is guided by the policies of the Board.

**DEAN'S AUTHORITY:**

The Camp Dean may delegate responsibilities and authorities at his/her discretion. Deans shall have authority to require any camper to leave, for due cause. When necessary, recommendations about such removal shall be brought to the attention of Board members present, for their concurrence and action.

**GENERAL RESPONSIBILITIES:**

- 👉 Work with speaker selected by the Eliot Board
- 👉 Recruit a full staff for the assigned camp [See Staff Section of Dean Starter Kit]
- 👉 Collaborate with registrar regarding camp attendees
- 👉 Develop a full program with music, worship, small groups, and activities
- 👉 Collaborate with the Board Representative before camp, during the planning stages, and also at camp so that Board policies are implemented and Board initiatives are incorporated into camp activities
- 👉 Work with facility staff to provide an efficient, safe, and responsible environment [Serve as liaison between the Eliot Institute and the facility management during the conference]
- 👉 Manage budget for assigned camp. Consult with Eliot Registrar as needed for guidance.
- 👉 Consult and use Dean Time Line to ensure tasks are completed in an orderly and timely manner.