

**ELIOT INSTITUTE**  
**PROGRAM DIRECTOR FOR CHILDREN & YOUTH**  
**(Smaller Camps)**  
**(Draft submitted March 2011)**

**SELECTION:** The Children & Youth 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 and youth; has worked on the children or youth program at an Eliot camp in previous years; and has successful experience as a R.E. program leader. Good organizational and interpersonal skills are required. Experience as a teacher or recreational leader is also useful. Preference may be given to a candidate with a specific program in mind.

**GENERAL RESPONSIBILITIES:**

The Children & Youth Program Director is responsible for recruiting staff, planning, implementing, and supervising a daily morning program that supports the Mission Statement and traditions of Eliot.

During conferences with a low enrollment of children, the Children's Program Director should expect to work directly with a group of children or youth, either as a lead or assistant teacher, and will be included in the child to staff ratio. The program should include varied and creative activities for all conference registrants aged birth to 18 years.

**If a separate staff member has been designated as Youth Lead, all duties involving youth shall be delegated to that person in whatever arrangement fits the Children/ Youth Lead duo. These two staff members should work in concert. Both staff members report directly to the Dean.**

Note: Some summer Youth traditions such as the Youth Council may or may not apply to the Winter group. The Youth Lead can discuss the uniqueness of each Winter group with the youth on the first night. This will help determine what traditions each group is interested in fostering and which traditions are not relevant to the year's attendees. Feel free to be flexible in meeting the differing interests each year, but please document what choices were made for the next group to consider.

## **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 Children and Youth programs 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.
- Attend the Dean's daily staff meetings during the Conference.
- Be accountable for all inventory.
- Be familiar with Health and Safety Guidelines for children (included later in this document).
- Keep confidential medical forms for each child/youth in an easily accessible location. Inform staff of any allergies or medical conditions of children/youth in their group.
- Be familiar with Youth Program Guidelines.
- Assist in facilitating Youth's positive interaction with the entire Eliot community.
- Help monitor and encourage behavior by all that is consistent with Eliot standards and Code of Ethics.
- On the first evening of the conference, convene and/or facilitate meetings of both children and parents or sponsors and all youth and their parents or sponsors.
- Submit a written report on the Program to the Dean.

### **ELIOT INSTITUTE PROGRAM DIRECTOR FOR CHILDREN & YOUTH (Smaller Camps) TIME LINE**

#### **BEFORE CAMP**

- \_\_\_\_\_ Apply for camp, sign a contract and a Code of Ethics, and agree to a background check (see "Background/Police Check for Conference Staff")
- \_\_\_\_\_ Become familiar with Health and Safety Guidelines for children.
- \_\_\_\_\_ Become familiar with Eliot policies and procedures that will affect the youth (See "Youth Program Guidelines.")

#### **WORKING WITH THE DEAN**

- \_\_\_\_\_ Consult with the Dean to determine:
  - obtain your Job Description from the Dean and review it (together with Dean and Youth Lead if applicable)
  - staffing allocation
  - "camp credits" available

- supply budget for Children/Youth 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 persons.

\_\_\_\_\_ 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 planned for children and youth prior to the Conference.

## **STAFF PLANNING AND RECRUITING**

\_\_\_\_\_ Obtain the names and ages of all children/youth registered

\_\_\_\_\_ Determine the number of children/youth 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, ages 11 - 13.
- Youth: Grades 9 through 12, ages 14 – 17/18

[These age/grade groupings are guidelines only. The Program Director, in consultation with the Dean, has the latitude to shift the groupings according to enrollment or other program issues. The age range for youth or MAGs at a particular camp may be extended to include younger members in the group in order to meet the needs of group dynamics or achieve critical mass.]

\_\_\_\_\_ 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 and, if possible, at least one young adult between the ages of 25-35. 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
- one staff per 8 youth

\_\_\_\_\_ Inform each staff person that they must register for camp, sign a contract and Code of Ethics and undergo a Background/Police Check. (See “Background/Police Check for Conference Staff”)

### **PROGRAM PLANNING**

\_\_\_\_\_ In consultation with the Dean, assign program space for each group of children and for the youth.

\_\_\_\_\_ Ensure the youth space is available to them for the entire length of the camp. **NOTE:** Winter Eliot has a different culture for the youth and meetings have been scheduled in youth space in the afternoon and early evening.

\_\_\_\_\_ Ensure that program has been established for each age group and time schedule for the 9:00 a.m. to noon period each day of the Conference.

\_\_\_\_\_ Work with each of the staff members to have each age group working on a common theme that will add to the life of the camp..

\_\_\_\_\_ Obtain confidential medical forms for each child/youth from the Registrar. Check them carefully to make note of any allergies or medical information the staff needs to be aware of and to aid in appropriate snack planning.

\_\_\_\_\_ Decide with youth program staff if a cold breakfast is to be provided for the youth in the youth room. Any breakfast during morning program will be provided by Eliot staff; the host facility does not provide this.

\_\_\_\_\_ Purchase additional supplies, toys and/or snacks as required -- and within budget. This task can be delegated. To find what Inventory is already at camp, go to the Eliot website at [www.eliotinstitute.org/campstaffmanual](http://www.eliotinstitute.org/campstaffmanual). Inform preschool and elementary class teachers about furnishings in the classrooms, so that they can bring chalices and battery-operated flames, floor pillows, books, etc. if desired.

- \_\_\_\_\_ Ensure that a letter of welcome is mailed or emailed to each child/youth at least a week 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 included with the Registrar's mail pre-camp newsletter or sent separately.
- \_\_\_\_\_ Inform staff of program expectations.

### **ARRIVAL DAY AT CAMP**

- \_\_\_\_\_ Ensure that required supplies and equipment are transported to, or are available at, the Eliot facility.
- \_\_\_\_\_ Attend camp staff meeting.
- \_\_\_\_\_ Keep confidential medical forms for each youth in an easily accessible location. Inform children/youth staff of any allergies or medical conditions of children/youth in their group.
- \_\_\_\_\_ Schedule and hold a meeting with your program staff. See a separate document for a listing of items to cover at this meeting.
- \_\_\_\_\_ With staff, set up program spaces and materials.
- \_\_\_\_\_ Find a couple volunteers willing to assist with the children and/or youth program if needed.
- \_\_\_\_\_ On the first evening of the conference, convene two meetings for parents/sponsors of participants.
  - The first meeting is a meeting of all children and their parent(s)/sponsor(s). 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. A separate document, Children and Parent Orientation Talking Points, has been prepared to assist you with this meeting (located at [Eliotinstitute.org/campstaffmanual](http://Eliotinstitute.org/campstaffmanual)). NOTE: Be sure to inform parents that after the morning program ends at 12:00 noon, parents are responsible for their own children for the remainder of the day and evening. Assist parents of young children in organizing their own cooperative babysitting, if they wish to do so, 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.

The second meeting is with the youth and their parent(s)/sponsor(s). This meeting is to provide a brief overview of the program for the week, to review the

Eliot policies regarding no sex, firearms or drugs throughout the week. A separate document, Youth and Parent Orientation Talking Points, (located at [Eliotinstitute.org/campstaffmanual](http://Eliotinstitute.org/campstaffmanual)), has been prepared to assist you with this meeting. At this meeting:

- Review Eliot policies regarding no sex, no alcohol, no firearms, and no drugs
- Determine consequences for non-adherence to Eliot policies
- Ensure that youth understand during the morning they will be in their own room, the designated youth space, or in a youth-sponsored activity.
- Make it known that two chaperones (one female, one male) must be present for youth program events to take place (morning, night time, and special events).

### **DURING CAMP**

- \_\_\_\_\_ Supervise children and youth program staff and remain on site for the entirety of their morning program.
- \_\_\_\_\_ Attend daily staff meetings
- \_\_\_\_\_ Update the Dean(s) and other staff members of changes and additions as the week progresses
- \_\_\_\_\_ Provide a morning snack for the children
- \_\_\_\_\_ Assist teachers in performing minor first aid and know the location of Eliot's first-aid volunteers during the morning hours. Ensure that each classroom contains a stocked first-aid kit.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Develop, in consultation with Youth Program Staff and Youth, additional plans for intergenerational or youth social activities for each evening of the conference.
- \_\_\_\_\_ Ensure that Youth Staff or appropriate chaperones supervise all youth program activities.
- \_\_\_\_\_ Inform the Dean of any changes and/or additions to your program as the week progresses.
- \_\_\_\_\_ Early in the week, determine whether the youth wish to coordinate or participate in the traditional Youth Worship Service. Ensure that they are assisted by an adult who is experienced in presenting quality worship services and music. If a "Bridging Ceremony" is to be part of the service, please see Guidelines.
- \_\_\_\_\_ Establish which night the youth will hold its overnight (see "Overnight Guidelines") and the location.
- \_\_\_\_\_ Schedule and conduct a meeting of youth, parents and chaperones to review guidelines for the Youth Overnight. . (See "Overnight Guidelines")

- \_\_\_\_\_ Establish some procedures for cleaning up the youth area and surrounding grounds during the week.

### **LAST DAY OF CAMP**

- \_\_\_\_\_ Ensure that all supplies and equipment used by the Children's and Youth Program and belonging to Eliot Institute are accounted for, re-inventoried, and returned at the end of the Conference to the allocated storage location (i.e. storage closet in Colman at Seabeck). This includes First-Aid kits.
- \_\_\_\_\_ Help the Volunteer Coordinator with the inventory of remaining supplies, for use by the next Program Director.
- \_\_\_\_\_ Tidy up spaces used by children and youth 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, submit to the Dean a written report on the Children's and Youth Programs, including recommendations for subsequent conferences.
- \_\_\_\_\_ Write or e-mail thank yous to your staff.

## **ELIOT INSTITUTE PROGRAM GUIDELINES**

### **HEALTH AND SAFETY GUIDELINES FOR CHILDREN ... Safe is Fun...**

Eliot Institute is concerned with your child's health and safety as well as your child's overall positive experience at Eliot. All of the staff working with children and youth have agreed to ethical standards in their work here at camp. We have also set up health and safety guidelines for your children's time here. Please become familiar with the following guidelines:

1. Snack. Food allergies and special dietary needs should be explained on your child's medical information form, as well as information about specific medications or medical conditions that staff should be aware of. The Children's Program Director will share information as needed with teachers and take dietary needs into account when planning the morning snack. We serve age appropriate snacks during the morning program and in particular, take care to avoid choking

hazards for children under four. If you are the parent of an infant or toddler, please let the baby care givers know what type of snack your child may be ready for. Please label all containers brought into the baby room.

We also ask that toddlers not bring toys with small pieces or coins to the classroom.

2. Playground. Children of all ages enjoy the playground equipment and several classes maybe using playground areas in the morning. Parents are responsible for supervising their young child on the playground any time after the morning program.

3. Child protection and safety. A first-aid kit is available at the Inn and in each classroom area. Any children playing near the swimming area need close supervision by a parent. The Lifeguard is not responsible for children playing in or near the sandy shore.

### **MAG/YOUTH OVERNIGHT (“SLEEPOVER”)**

**TIME/DAY:** While it has been a tradition to hold the youth overnight on the last evening of camp, usually Friday, many camps are now holding it on Thursday evening. This ensures chaperones and youth who will be driving home are not sleep deprived. It also allows the program a closure day and assistance in cleaning up the youth area.

**CHAPERONES:** The MAGs/youth themselves should assist in recruiting responsible adults (25 years & over) for overnight supervision shifts. The Program Director must be satisfied that adequate supervision (at least two adults, one male, one female, at all times) is provided before he/she gives final approval for the overnight.

### **GUIDELINES**

- C The chaperones will remain present and awake during his/her shift.
- C You are not permitted to share bedding -- one body per sleeping bag.
- C You are not permitted to leave the designated area during the night unless accompanied by a chaperone. The designated area is the Pines meeting room, usually, and outdoors near the front of Pines.
- C Let sleeping youth lie. (Those who are asleep should not be disturbed)
- C Excessive use of caffeine or other stimulants, especially after midnight, is discouraged.

C Normal curfew and noise expectations apply.

### **BRIDGING CEREMONIES**

“Bridging” of MAG/Youth: When a MAG or Youth is “bridged” from MAG to Youth or Youth to Young Adult at a summer camp, s/he is still classified a MAG/Youth at any other camp that year. (The exception would be a “bridging” at Winter camp.)

## **ELIOT INSTITUTE YOUTH PROGRAM GUIDELINES**

### **PHILOSOPHY OF THE YOUTH PROGRAM**

The Youth Program will support the Eliot Mission Statement, and will comprise a balanced daily schedule. Ideally, the program at each conference will offer a balance of spiritual, intellectual, physical, intergenerational and social components. The overall Youth Program will be planned by the Youth Advisor in consultation with Youth Staff and Youth Committee. Activities implemented during the week will be coordinated and planned with participating Youth.

### **AGES OF YOUTH**

Generally, youth are between the ages of 14 and 18 and enter the Youth Group during the first camp season that precedes their Fall entry to High School (9<sup>th</sup> grade). They graduate out of the Youth Group the season before they graduate from High School. Individuals who are out of High School and who are 18 years of age or older are expected to participate in the Adult programs.

### **DESIGNATED YOUTH AREA**

During the hours of 9am-noon and 11pm-1am, the designated youth area is only for youth and their chaperones and staff. Campers in the young adult age group and other age groups are welcome only between 7-9am and noon-11pm.

### **GUIDELINES FOR “FISHBOWLS”**

Fishbowls between minors (under 18 years of age) may only take place in the presence of Eliot Youth Program staff. Eliot Youth Program staff are encouraged to reach out to the Camp Chaplain to be present at the fishbowl. Fishbowls across the generations that involve minors (under 18) must have parental/sponsor permission.

Youth Program staff are encouraged to share any plans for fishbowl activities at the parent orientation at the beginning of the week at camp. Discussion of the proposed fishbowl by parents, youth, and Youth Program staff at the orientation will determine the logistics around the fishbowl. This will accomplish two things: ensures that the culture of each camp can be addressed in a way that ensures maximum participation by youth, and allows youth, parents, and Youth Program staff to be comfortable with how the fishbowl is carried out.