

## **ELIOT INSTITUTE**

### **SMALL GROUP FACILITATORS**

**SELECTION:** The Small Group Moderator selects sufficient facilitators so all adult campers can participate in morning discussion groups having eight to ten members.

**QUALIFICATIONS:** Serving as a small group facilitator can be considered an “entry level” position for campers wanting to take leadership positions in Eliot programs. While prior experience as a camper is preferred, new campers may also be considered for the position. It is helpful if the individual has experience as a facilitator, teacher or counselor. Also, personal qualities such as an ability to listen to others, a caring and non-judgmental demeanor, and an ability to encourage all group members to participate are important.

### **RESPONSIBILITIES:**

- Attend the facilitator orientation on the first day of camp and the facilitators’ meetings daily (usually at 1:00 pm)
- Help determine the meeting place of your group and make sure all group members are informed. (Balance interest of group members in indoor or outdoor locations. Accommodate special needs of members in regard to mobility, sun protection, etc.)
- Create a process for the group which includes an opening, review of discussion questions, discussion and closing.
- At the first meeting of the small group, facilitate introductions; set ground rules, including confidentiality; and set an ending time that accommodates the need of parents of young children to pick them up. It is also helpful to remind participants to let someone in the group know if they will be absent.
- Encourage each group member to participate. Offer to meet with members outside of the group if they seem to have a particular issue they need more time to discuss than the group allows. Redirect the discussion when it gets sidetracked. Assure that no single person dominates the group. Pay attention to anyone who misses the group. Find out why they did not come. Make a note of any questions or concerns the group has which should be brought to the small group facilitators’ meeting.

(Revised 2003)