

VOLUNTEER AND OPERATIONS COORDINATOR (VOC)
(July and August Eliots, Winter Eliot)

SELECTION: The VOC is selected and appointed by the Dean.

QUALIFICATIONS: The VOC should be an experienced camper with good organizational and interpersonal skills. This position recruits many volunteers to make events happen, move furniture, clean-up, etc. The ability to influence and recruit others is essential. Familiarity with the talents and skills of a wide range of regular campers is an asset. Preference will be given to qualified candidates who have given voluntary service to Eliot Institute.

GENERAL RESPONSIBILITIES: This position is the logistics and coordination manager for the conference and functions as the “right hand” to the Dean, keeping volunteers and venues assigned and organized so that both regularly scheduled and spontaneous events at Eliot are successful. Examples of these activities are afternoon workshops, intergenerational games and evening activities. In addition, the VOC will coordinate with the Eliot Registrar and Seabeck Director, for supplies, equipment and facilities, during the conference. Recruiting volunteers to get most tasks accomplished is essential, it is not intended that the VOC perform the jobs him/herself. The following is a list of activities that need to be staffed by the VOC.

SPECIFIC RESPONSIBILITIES:

- Ensure that the inventory of supplies, equipment, and banner owned by Eliot Institute are picked up from storage and delivered to the conference grounds on the first day. This may require two people, so prior to camp line up a volunteer to help.
- Arrange for the prominent display of the Eliot banners throughout the conference.
- Ensure that the first-aid kit is prominently located in the Inn Lobby for use by campers, and is equipped with the following:
 - Pen and notebook
 - Peroxide
 - Scissors
 - Sunburn treatment (Caladryl)
 - Syrup of Ipecac
 - Tensor bandage
 - Thermometer
 - Adhesive tape
 - Alcohol
 - Aspirin
 - Band-Aids
 - Gauze
 - Ice packs
 - Needle (for slivers)
 - Tweezers
 - Injection for bee/wasps stings
- A current list of qualified volunteers who are available for first aid, along with their housing locations.
- Arrange for the return and storage of equipment and supplies after their use and ensures that all supplies and equipment belonging to Eliot Institute are accounted for, re-inventoried and returned to the Eliot storage area at the end of the conference. Those most likely returning supplies will be: Children’s Program Director; Youth Advisor; Music Coordinator; Worship Coordinator; Costume Parade Coordinator. Programs using supplies are responsible for bringing the boxes back to the Colman Tables and doing an inventory of what is being returned. The Voc will then reload the closet at the end of camp.

- Check with the Registrar to include volunteer tasks you would like included on the Mail-Back form that is sent with invoices. S/He can provide you with a copy.
- Following the daily schedule, make sure the equipment needed for various venues is available, chairs set-up, clean-up crews arranged as necessary.
- Arrange for campfire each evening at fireside (unless fire ban is in effect).
- Arrange for a collection to be taken during meals on the last day, as a gratuity for Facility Staff, and deliver it to the Facility Director.
- Attend staff meetings convened by the Dean prior to and during the conference.
- Maintain the Venues assignment sheet to organization location and leader for the events. Using this form will help you to keep track of when events will occur, who is responsible and to keep from double booking where necessary. The VOC must keep this form with him/herself to control activities. It is not intended as a “sign-up” sheet.
- Assemble a list of all volunteer positions required, ie: campfire, first-aid, evening events (To tell the truth, etc.), bell ringers, dance on last evening, talent show, costume parade, concert, newcomers welcoming event, registration helpers, people to say grace at meals and the like. Discuss your list with the Dean to make sure all positions are covered.
- With the Dean, make sure the newsletter editor know events, times and locations as far in advance as possible.
- Supervise bell ringing at 7:30 a.m. wake-up, 9 a.m. ingathering, call to worship in evening, etc. Meal bells are rung by the Seabeck kitchen staff. The ringing of bells after 8 p.m. is discouraged in respect for the Seabeck community.
- To be sure all of these activities are accomplished, bring with you:
 - Large poster boards and colorful poster sheets (8 ½ X 11”), marker pens, pencils on strings, tacks, staplers, masking tape, clipboard, etc., for you and other volunteers to make sign-up sheets and posters.
 - The Venues assignment sheet ready for you to sign up activities.
- At the end of the conference, be sure to the inventory, etc. of supplies which is described in item #4, is accomplished.

VOLUNTEER AND OPERATIONS COORDINATOR

TIME LINE

BEFORE CAMP

- If you have not already applied to camp, do so immediately. When you receive your contract and Code of Ethics from the Registrar, sign them and return.
- Check inventory list (Dean should have) to see if you need to get any supplies for the First-Aid kit.
- Get a copy of the Mail-Back form the Registrar sends to campers with their invoices. Note any changes you would like to make (volunteer tasks you would like included or deleted). Return to Registrar by date s/he specified.
- Discuss with the Dean the special events that will be happening during the week. Assemble a list of all volunteer positions required, ie: campfire, first-aid, evening events (To tell the truth, etc.), bell ringers, dance on last evening, talent show, costume parade, concert, art show, tea dance, newcomers welcoming event, registration helpers, people to say grace at meals and the like.
- Read job descriptions for House Facilitators, Art Show Coordinator, Costume Parade Coordinator, and Talent Show Coordinator. If these events are going to be held at camp, get these positions filled as soon as possible - preferably before camp.
- Discuss with Dean items you would like included in the first camp newsletter - schedules, where to find First-Aid kits, etc. and where volunteers are needed.
- You may be asked to help the following people find volunteers before camp: Small Group Moderator; Boat Dock Coordinator; Music Coordinator; Worship Coordinator; etc.
- Bring the following supplies with you:
 - Large poster boards and colorful poster sheets (8 ½ X 11")
 - marker pens
 - pencils on strings
 - tacks
 - staplers
 - masking tape
 - clipboard
 - The Venues assignment sheet ready for you to sign up activities.
- Find someone to say grace at the first dinner and breakfast - perhaps the Worship Coordinator for one.

FIRST DAY OF CAMP

- Attend Camp Staff Meeting
- Ensure that the inventory of supplies, equipment, and banner owned by Eliot Institute are picked up from storage and delivered to the conference grounds on the first day. This may require two people, so prior to camp line up a volunteer to help.
- Arrange for the prominent display of the Eliot banners throughout the conference.

- Make a pitch for volunteers at the Orientation meeting. If you have not already done so, get the names of those medical personnel at camp who are willing to be First-Aid contacts.
- Ensure that the First-Aid Kit is prominently located in the Inn Lobby for use by campers, and is equipped with the following:

<input type="checkbox"/> Pen and notebook	<input type="checkbox"/> Alcohol
<input type="checkbox"/> Peroxide	<input type="checkbox"/> Aspirin
<input type="checkbox"/> Scissors	<input type="checkbox"/> Band-Aids
<input type="checkbox"/> Sunburn treatment (Caladryl)	<input type="checkbox"/> Gauze
<input type="checkbox"/> Syrup of Ipecac	<input type="checkbox"/> Ice packs
<input type="checkbox"/> Tensor bandage	<input type="checkbox"/> Needle (for slivers)
<input type="checkbox"/> Thermometer	<input type="checkbox"/> Tweezers
<input type="checkbox"/> Adhesive tape	<input type="checkbox"/> Injection for bee/wasps stings
- A current list of qualified volunteers who are available for first aid, along with their housing locations should be with the First-Aid Kit..
- Find someone in each housing unit to act as a House Facilitator.

DURING CAMP

- Following the daily schedule, make sure the equipment needed for various venues is available, chairs set-up, clean-up crews arranged as necessary.
- Arrange for campfire each evening at fireside (unless fire ban is in effect).
- Arrange for a collection to be taken during meals on the last day, as a gratuity for Facility Staff, and deliver it to the Facility Director.
- Attend daily staff meetings
- Maintain the Venues assignment sheet to organization location and leader for the events. Using this form will help you to keep track of when events will occur, who is responsible and to keep from double booking where necessary. The VOC must keep this form with him/herself to control activities. It is not intended as a “sign-up” sheet.
- With the Dean, make sure the newsletter editor knows events, times and locations as far in advance as possible.
- Supervise bell ringing at 7:30 a.m. wake-up, 9 a.m. ingathering, call to worship in evening, etc. Meal bells are rung by the Seabeck kitchen staff. The ringing of bells after 8 p.m. is discouraged in respect for the Seabeck community.
- Maintain the bulletin boards and remind campers where volunteers are needed - in short announcements, via the newsletter and sign-up sheets.

LAST DAY OF CAMP

- Arrange for the return and storage of equipment and supplies after their use and ensures that all supplies and equipment belonging to Eliot Institute are accounted for, re-inventoried and

returned to the Eliot storage area at the end of the conference. Those most likely returning supplies will be: Children's Program Director; Youth Advisor; Music Coordinator; Worship Coordinator; Costume Parade Coordinator. Programs using supplies are responsible for bringing the boxes back to the Colman Tables and doing an inventory of what is being returned. The Voc will then reload the closet at the end of camp.

AFTER CAMP

- Write a brief report of what worked well and what could be improved. Ideas for future camps are always welcomed.

(Draft - November 2003)