

**ELIOT INSTITUTE**  
**YOUNG ADULT COORDINATOR**

**PURPOSE:** To foster continuing participation in Eliot camps for young adults and to assist in the transition from youth to adult. Young adults are those campers no longer in the youth group and less than 25.

**SELECTION:** If the Registrar determines that more than 10 young adults will be attending an Eliot Camp, the Dean may appoint a Young Adult Coordinator.

**QUALIFICATIONS:** The most desirable candidate for this position will be an experienced Eliot camper with excellent interpersonal and good organizational skills. Experience as a teacher or counselor is also useful. Preference will be given to a qualified candidate who has experienced the transition from youth to adult at Eliot camps and who has held staff positions at previous conferences.

**GENERAL RESPONSIBILITIES:** The Young Adult Coordinator is responsible for organizing activities that will foster young adult integration into the adult camp.

**SPECIFIC RESPONSIBILITIES:**

- Consult with the Registrar to determine the number of young adults (18-25) who are registered, along with names and addresses of registered young adults.
- Consult with the Dean to determine whether space can be set aside for young adult meetings in addition to the regular adult program.
- Either write a letter of welcome to each young adult before the Conference or include information in the Dean/Registrar Letter to Campers to let them know that although they are also part of the regular adult camp, there will also be activities planned to bring the young adults together during the camp.
- Submit a small article to the Newsletter Editor prior to camp so that information will be in the first newsletter.
- Plan a meeting of Young Adults on the first evening at camp to foster the initial connections and to assist the young adults in determining how they wish to participate in small group discussions. Having young adults form a separate small discussion group for the morning program is strongly discouraged.
- Some young adults may be on the youth or children's staff. Be sure they are included in the first meeting so they may be a part of the young adult community.
- Contact any young adults who do not attend the first meeting in order to ensure they are informed. Extend a special invitation if they are new to the Eliot experience.
- Attend the Dean's daily staff meetings during the conference.
- Early in the week, determine whether the young adults wish to coordinate or participate in a Young Adult Worship Service.

- Within two weeks after the conference, submit to the Dean a written synopsis on Young Adult activities including recommendations for subsequent conferences.

(Revised 2003)

## **YOUNG ADULT COORDINATOR**

### **TIME LINE**

#### **BEFORE CAMP**

- If you are not already registered for camp, do so immediately. You will receive a contract and Code of Ethics from the Registrar - sign them and return immediately.
- Consult with the Registrar to determine the number of young adults (18-25) who are registered, along with names and addresses of registered young adults.
- Consult with the Dean to determine whether space can be set aside for young adult meetings in addition to the regular adult program.
- Either write a letter of welcome to each young adult before the Conference or include information in the Dean/Registrar Letter to Campers to let them know that although they are also part of the regular adult camp, there will also be activities planned to bring the young adults together during the camp.
- Submit a small article to the Newsletter Editor prior to camp so that information will be in the first newsletter.
- Plan a meeting of Young Adults on the first evening at camp.

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

- Attend camp staff meeting
- Facilitate an orientation meeting for the young adults.
- foster the initial connections
- assist the young adults in determining how they wish to participate in small group discussions. Having young adults form a separate small discussion group for the morning program is strongly discouraged.
  - Some young adults may be on the youth or children's staff. Be sure they are included in the first meeting so they may be a part of the young adult community.
  - Discuss Eliot policies regarding use of drugs and alcohol.
  - Decide how often the group will meet and at what time.

#### **DURING CAMP**

- Attend the Dean's daily staff meetings during the conference.
- Contact any young adults who do not attend the first meeting in order to ensure they are informed. Extend a special invitation if they are new to the Eliot experience.
- Early in the week, determine whether the young adults wish to coordinate or participate in a Young Adult Worship Service.
- Determine what kinds of activities the group will do together. It is important to stress that young adults participate in other camp activities as much as possible.
- Plan a schedule for keeping the space tidy and useable for other camp activities.

### **LAST DAY OF CAMP**

- Make sure the space used has been cleaned and restored to its original set up.

### **AFTER CAMP**

- Within two weeks after the conference, submit to the Dean a written synopsis on Young Adult activities including recommendations for subsequent conferences.

(Draft - November 2003)