

ELIOT INSTITUTE YOUTH ADVISOR

JOB DESCRIPTION - proposed revision April 2010

Selection: The Youth Advisor is selected and appointed by the Board in consultation with the Youth Committee and the Dean. H/she is responsible directly to the Dean.

Qualifications: The most desirable candidate for this position loves and understands teenagers, wants to work with youth, and has a demonstrated ability to relate to them. Excellent interpersonal and good organizational skills are required. Preference will be given to a qualified candidate who is an experienced Eliot camper and who has held staff positions at previous conferences. Experience as a teacher, recreational leader or counselor is also useful.

General Responsibilities: The Youth Advisor is responsible for coordinating the planning, staffing, implementation and supervision of a daily Youth Program that supports the Mission Statement and traditions of Eliot. The Youth Program should include a variety of stimulating and challenging activities throughout the day for all Conference registrants in High School (grades 9-12). The program should include some form of an all-youth gathering for at least a couple of hours, as well as organized activities made available for other times. When possible, all activities should be inclusive and interactive.

Specific Responsibilities:

- ☞ 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.
- ☞ 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 a Youth program 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.
- ☞ On the first evening of the conference, convene a meeting of all youth and their parents or sponsors.
- ☞ Attend the Dean's daily staff meetings during the Conference.

- 👉 Be accountable for all inventory.
- 👉 Keep medical forms for each youth in an easily accessible location. Inform youth staff of any allergies or medical conditions of children in their group.
- 👉 Submit a written report on the Youth Program to the Dean.

**ELIOT INSTITUTE
YOUTH ADVISOR
TIME LINE**

BEFORE CAMP

- _____ Apply for camp and sign contract, Code of Ethics and undergo a police background check (See “Background/Police Check for Conference Staff”)
- _____ 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:
 - 👉 staffing allocation (ratio of staff to youth is 1:8),
 - 👉 “camp credits” available
 - 👉 supply budget for 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 person.
- _____ 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. Purchase additional supplies only as required -- and within budget.
- _____ Provide the Dean with an outline of the week's program in advance of the conference.

STAFF PLANNING AND RECRUITING

- _____ Obtain the names and ages of all registered youth, from 9th graders to 18-year-olds.
- _____ 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 at least one young adult between the ages of 25-35.

[Be advised that after May 1 (for summer camps) no housing spaces will be held open for camp staff. If a position is not staffed by May 1st and the camp is full, you will have to fill the position with a registered camper. It is also suggested you find two or three registered campers who would be willing to assist with the morning program if needed.]

- _____ 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

- _____ Establish a Youth program and time schedule.
- _____ Inform staff of program expectations.
- _____ Ensure additional/required supplies and snacks are purchased. These items should be within budget allotment as determined by the Dean. Keep receipts and/or ask others making purchases to keep receipts and fill out reimbursement vouchers.
- _____ Write a letter of welcome to each youth before the Conference, informing them and their parents of the kind of program and experiences to expect, and what they might bring along to complement the program.

FIRST DAY OF CAMP

- _____ Attend camp staff meeting
- _____ Schedule and hold a meeting with youth staff
- _____ Obtain medical forms for each youth from the Registrar. **Check them carefully and inform the staff of any allergies or medical information the staff needs to be aware of.** Keep these forms in an easily accessible location.
- _____ Ensure that required supplies and equipment are transported to, or are available at, the Eliot facility.
- _____ With staff, set up area where program will be held
- _____ Facilitate a Youth-Parent-Youth Staff Orientation the first night
 - 👉 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 must be present for youth program events to take place (morning, night time, and special events).

_____ Find a couple of volunteers (i.e. registered campers) available to help with the Youth program if needed.

DURING CAMP

_____ Develop, in consultation with Program Assistants and Youth, additional plans for intergenerational or youth social activities for each evening of the conference.

_____ Ensure that Assistants or appropriate chaperones supervise all youth program activities.

_____ Inform the Dean of any changes and/or additions to your program as the week progresses.

_____ Attend the Dean's daily staff meetings during the conference.

_____ 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 "Youth Program Guidelines") and the location.

_____ Schedule and conduct a meeting of youth, parents and chaperones to review guidelines for the Youth Overnight. . (See "Youth Program Guidelines")

_____ Establish some procedures for cleaning up the youth area and surrounding grounds during the week.

LAST DAY OF CAMP:

_____ Oversee clean-up of youth area.

_____ Ensure that all supplies and equipment used by the Youth Program and belonging to Eliot Institute are accounted for, re-inventoried, and returned at the end of the conference to storage with assistance as needed from the Volunteer Coordinator (Seabeck Camps) or Operations Manager (Naramata Camp). Provide this person with a written inventory of remaining supplies, for use by the next Youth Program.

AFTER CAMP

_____ Within two weeks after the conference, submit to the Dean a written report on the Youth Program, including recommendations for subsequent conferences.

_____ Write or e-mail thank you's to your staff.

**ELIOT INSTITUTE
YOUTH PROGRAM STAFF**

SELECTION AND APPOINTMENT: The staff of the Youth Program are selected and

appointed by the Youth Advisor, with input from the Youth Committee and with the advice and approval of the Dean. Youth Program staff are responsible to the Youth Advisor.

QUALIFICATIONS: The most desirable candidates for this position love and understand teenagers; want to work with youth; and have a demonstrated ability to interact successfully with them. Social maturity and good interpersonal and organizational skills are required. Successful experience as a youth leader, teacher, recreational leader, counselor or parent is useful. Some experience as an Eliot camper is helpful, but not essential. The minimum age requirement is 21 years. (In keeping with the Code of Ethics of Eliot Institute, the purpose of this requirement is to minimize any confusion about role, i.e. youth staff are resources/leaders, not peers.)

GENERAL RESPONSIBILITIES: Under the general supervision of the Youth Advisor, the staff of the Youth Program are responsible for helping plan, implement, and supervise a Youth Program that supports the Mission Statement, the Code of Ethics, and the traditions of Eliot Institute.

SPECIFIC RESPONSIBILITIES:

- 👉 Assist in planning and implementing Youth Program.
- 👉 Be present during your assigned duty time.
- 👉 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.

**ELIOT INSTITUTE
YOUTH PROGRAM STAFF
TIME LINE**

BEFORE CAMP

_____ If you have not done so already, apply for camp. When received, return signed contract and Code of Ethics to Registrar. Undergo Background/Police Check (See "Background/Police Check for Conference Staff")

_____ Assist in planning and implementing Youth Program.

_____ Become familiar with the Youth Program Guidelines

FIRST DAY OF CAMP _____ Attend Youth Staff meeting

_____ Assist in setting up youth area

_____ Attend Parent-Youth-Youth Staff orientation meeting

DURING CAMP

_____ Assist in planning and implementing Youth Program.

_____ In consultation with the Youth Advisor assist Youth in implementing

- 👉 A youth Worship (if desired)
- 👉 A Youth overnight
- 👉 Afternoon recreational opportunities
- 👉 Chaperones, as needed, for late night gatherings

_____ 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.

LAST DAY OF CAMP

_____ Unless notified otherwise, you are to remain on duty through the end of the final Worship Service and camp check-out.

_____ Assist in clean up of youth area and surrounding grounds

AFTER CAMP

_____ If you have any suggestions or comments that would be helpful to the Youth Committee, please write them up and submit them to the Dean or send directly to the Youth Committee.

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 enter the Youth Group during the first camp season that precedes their Fall entry to High School (9th 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.

YOUTH OVERNIGHT (“SLEEPOVER”)

TIME/DAY: While it has been a tradition to hold the 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 youth themselves should assist in recruiting responsible adults (25 years & over) for overnight supervision shifts. The Youth Advisor must be satisfied that adequate supervision is provided before he/she gives final approval for the overnight.

GUIDELINES

- 👉 The chaperone will remain present and awake during his/her shift.
- 👉 You are not permitted to share bedding -- one body per sleeping bag.
- 👉 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.
- 👉 Let sleeping youth lie. (Those who are asleep should not be disturbed)
- 👉 Excessive use of caffeine or other stimulants, especially after midnight, is discouraged.
- 👉 Normal curfew and noise expectations apply.

BRIDGING CEREMONIES

[01/10]“Bridging” of Youth: When a Youth is “bridged” from Youth to Young Adult at a summer camp, s/he is still classified at any other camp that year. (The exception would be a “bridging” at Winter camp.)

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.