

ELIOT INSTITUTE

VOLUNTEER COORDINATOR

Revised April 2024

SELECTION: Selected by and responsible to the Dean(s).

QUALIFICATIONS: An experienced camper with good organizational and interpersonal skills. The ability to influence and recruit others is essential. This position recruits many volunteers to make events happen, move furniture, clean-up, etc. 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 volunteered for a variety of camp roles.

GENERAL RESPONSIBILITIES: This position is the logistics coordinator for the camp and functions as the “right hand” to the Dean, keeping volunteers and venues assigned and organized so that all events (both scheduled and spontaneous) are successful. The Volunteer Coordinator will collaborate with the Eliot Registrar and Seabeck staff, for supplies, equipment and facilities during the conference. *Note - it is not intended that the Volunteer Coordinator perform the jobs themselves - recruiting volunteers to accomplish these tasks is essential.*

TIMELINE

BEFORE CAMP

- Register for camp. Sign contract and Code of Ethics, return to Registrar.
- Become familiar with the current Volunteer Coordinator Job Description, and understand how this role relates to others.

BEFORE CAMP - WORKING WITH DEANS

- Work with the Deans on setting up the schedule for all events, regular and special.
- Develop a system for tracking all events, including locations, responsible staff members, etc. You may use TeamUp, Google Sheets or whatever system works for you. It's helpful if others can easily view it but only you (and Deans) should edit it.
- Ensure the Newsletter Editor will be able to keep current with the schedule so it is included in the daily newsletters and that special events can be properly called out.
- Assemble a list of all known volunteer positions required (e.g. people to read children's stories at social hour, first-aid, evening events, bell ringers, golf cart, talent show, concert, art show, registration helpers, people to say grace at meals)
- You may be asked to help other staff members find volunteers before camp (e.g. Boat Dock Coordinator; Music Coordinator; Worship Coordinator)
- Establish with the Deans when the Meeting House bell is to be rung - never after 8 p.m.

in respect for the Seabeck community. [Note: Seabeck kitchen staff ring the Inn bell five minutes before each meal and when the dining room opens.]

- 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.

BEFORE CAMP - WORKING WITH REGISTRAR

- The Deans get a copy of the Camp Participation Form the Registrar emails to campers with their invoices. If they ask you to review it, note any changes you would like to make (volunteer tasks you would like included or deleted). Return by date requested.
- Request the Volunteer Coordinator login information from the Registrar to access the completed Camp Participation Forms (on Wufoo).
- Read job description for House Leaders. About two weeks before camp, get roster from Registrar and find people to fill these roles before camp. Let Registrar know who they are so information sheets can be placed in their camper packets. [Note: House Leaders cannot be assigned earlier because housing assignments are subject to change.]

BEFORE CAMP RECRUITING

- These steps are optional, but may make for an easier at-camp experience for you.
- As needed / desired, recruit coordinators for things like: Art Show, Talent Show, Grace, Bell Ringing. (They can be a “deputy” for you for these specific tasks.)
- For many roles, you may be able to get many people signed up and committed before camp even begins. See helpful tips.

BEFORE CAMP - GENERAL

- Check the Camp Participation survey, and send lists of people who said they would volunteer for the various roles to the people coordinating those roles. For example, boat dock, first aid, worship coordinator, etc.
- Check with the Dean and Registrar as to what equipment and set-ups will be required for the first day of camp. Let Seabeck know at least two weeks in advance.
- These items are available at camp (check inventory for more details)
 - Marker pens; Pencils on strings
 - Tacks; Staplers; Blue tape; Clipboard
- Bring with you: printouts of schedules, sign up sheets, etc. Optional: Large poster boards

ARRIVAL DAY

- Be a prominent and enthusiastic presence near the check-in location. This is a good time to sign up eager campers for volunteer shifts.
- Attend Camp Staff Meeting.
- See Storage Closet Manager to get supplies stored at Seabeck

- Make sure that each house has a leader for the evening house gatherings.
- Make a pitch for volunteers at the All-Camp Orientation.

DURING CAMP

- Attend daily staff meetings
- Working with the Deans, make sure that the Newsletter Editor has access to current schedule so it can be included in the daily newsletters
- Maintain the bulletin boards and remind campers where volunteers are needed (announcements, newsletter and sign-up sheets).
- Be the point person for adding new activities to the schedule, or adjusting the schedule and location plan as needed. Work with staff and volunteers as things change, ensuring that community needs are appropriately balanced.
- Following the daily schedule, make sure the equipment needed for various venues is available, chairs set-up, clean-up crews arranged as necessary.

LAST DAY

- Remind campers it is Eliot tradition to leave the hosting facility cleaner than we found it.
- Make an effort to touch base with, and thank key volunteers either by e-mail, in person or mail. In particular, focus on the efforts newcomers have made.
- If you received a bin from the inventory closet, ensure that all supplies are accounted for, and neatly packed. Return the bin to Colman with an updated inventory list.

AFTER CAMP

- Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

GRACE: It's helpful to recruit someone before camp to say grace at the first dinner and the first breakfast. You may ask the chaplain to be in charge of making sure a grace is said at each meal. Emphasize that graces should be brief. The sign-up sheet for grace should be posted on the door of the dining room so people can easily sign-up and we can see if somebody is missing. (Grace is not done at Creative Arts Eliot as we are not the only ones at Seabeck.)

BELL RINGING: You might ask the morning coffee people to ring the wake-up bell and somebody in a small group that meets in the Meeting House to ring the bell at the end of small group. This is an important bell to remind parents to pick up their children. (Also not done at Creative Arts.)

SCHEDULE

There are many ways to coordinate the schedule. Some use an Excel spreadsheet before camp, and bring a printout of it to camp with them. Some use Google sheets that they (and Deans) have edit access to and everyone can have viewer-only access to. Many have used TeamUp.com which is designed for this purpose and allows campers to view the schedule on their mobile device. Work with the newsletter editor to make it easy for them to access the info they need. (Tip: organize TeamUp by venue rather than by type of activity - having those different tracks makes it easy to see when a space is being used.)

Tips: when scheduling before camp, preload the schedule. Put more things on the first few days, and leave the end of the week more lightly scheduled. People will add things during camp!

COORDINATING VOLUNTEERS

- Use SignUp Genius website or Google Docs or other online tool to enroll volunteers before they come to camp for small jobs like bell ringing and saying grace, employing the automatic reminder that this website offers.
- Pass out sticky notes to remind people of commitments they had already made and put sticky notes on the signup sheets so people could take a reminder note away with them when they signed up for tasks.

SPACES

- AMPHITHEATER space is a marvelous venue for worship, if weather is favorable and if AV crew is available to provide wireless microphone and speakers.
- JUNIPER is perfect for spoken word events like poetry readings and Trivia Games.
- During hot weather, consider keeping the air-conditioned spaces (PINES, JUNIPER, RHODODENDRON) available for larger events.

BEST PRACTICES

Have only one large group activity planned per evening.

BOARD DIRECTIVES

The following times should be protected, and not have any other activities scheduled at the same time: Worship and the Eliot & Seabeck Informational Meeting