

**ELIOT INSTITUTE**  
**Children's Creative Arts Workshop Presenter and Coordinator**  
**(For CAE only)**

**SELECTION:** Selected by the Creative Arts Eliot (CAE) Committee and responsible to the Presenter Coordinator of the CAE committee and the Dean.

**QUALIFICATIONS:** Loves and understands children; has proven experience as a Children's Art instructor. Excellent organizational and interpersonal skills are required. In keeping with the Eliot Institute Code of Ethics, the minimum age requirement is 25 years.

**GENERAL RESPONSIBILITIES:** Plan, teach and supervise any assistants in a daily morning art workshop for children ages 6 to 10 in line with the Mission Statement, the Code of Ethics, and traditions of Creative Arts Eliot.

Expect to work directly with a group of children as the lead instructor. If numbers require, assistant teachers will be added to meet the child to staff ratio. In keeping with the Mission Statement, the workshop should include a variety of stimulating, challenging and creative art activities that "enrich the spiritual, social, and intellectual lives" of the children.

**BEFORE CAMP– PERSONAL RESPONSIBILITIES**

- \_\_\_\_\_ Register for camp. Sign contract and Code of Ethics and return to the Registrar.
- \_\_\_\_\_ Regularly check the website job description for any revisions.  
See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> Volunteers —> Camp Jobs
- \_\_\_\_\_ You will be required to undergo a Background Check The Registrar will let you know the procedure.
- \_\_\_\_\_ Become familiar with Eliot policies and procedures that affect children (See "Children's workshop Guidelines"), including Eliot DUWOP policy.
- \_\_\_\_\_ Read "Restoring Right Relationships" and know your responsibilities for handling incidents that might occur at camp. This document plus its companion "Respectful Behavior Expectations" can be found on the Eliot website. See [www.eliotinstitute.org](http://www.eliotinstitute.org) —> About Us —> Policies

**BEFORE CAMP - WORKSHOP PLANNING AND STAFF RECRUITMENT**

\_\_\_\_\_ Plan art workshop activities for each age group for the 9:20 a.m. to noon period each day of CAE. Consider having each age group working on a common theme that will add to the life of the camp. Keep in mind the Extravaganza that occurs on the last day of camp, where the children will share their art with the whole camp.

\_\_\_\_\_ Determine if the number of children requires two or more groups. If so, use the age/grade as of September, using the following guidelines:

- Primary: Grades 1 through 3
- Intermediate: Grades 4 through 5

These age/grade groupings are guidelines only. The CAW presenter, in consultation with the Dean, has the latitude to shift the groupings according to enrollment or other workshop issues. Children who request to participate in a youth/adult workshop may be accommodated if the youth/adult workshop presenter agrees, and the child possesses sufficient maturity, and sometimes an adult companion.

If a camper who is older than grade 5 prefers to participate in the CAW instead of a youth/adult workshop, you can consult with the parents and the Deans to determine if that child will be appropriate for CAW.

\_\_\_\_\_ To find what Inventory is already at camp, ask the Dean for the inventory list. Determine and purchase any additional needed supplies for the CAW, within budget and in consultation with the Presenter Coordinator.

\_\_\_\_\_ 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, if possible, at least one adult between the ages of 25-35. One staff person is needed for every 5 children who enroll in CAW.

If you have difficulty recruiting staff, contact the Dean and the CAE presenter coordinator.

\_\_\_\_\_ Recruit a volunteer to be a back up or respite assistant/teacher who can step in and help out in the Children's Art Workshop if needed (for instance if a teacher or assistant becomes ill, or has an ill child to care for). This volunteer must agree to have a background check and his/her name needs to be submitted to the Registrar along with other Children's workshop staff so that a background check can be run. Please note that background checks in Canada take significantly longer than in the U.S. and take this into account when recruiting for this position.

If a person is called on to take a position during camp, the Dean may wish to use discretionary funds to give camp credits for this work.

## **BEFORE CAMP– STAFF MANAGEMENT**

\_\_\_\_\_ Inform each staff person they must apply for camp, sign a contract and Code of Ethics plus undergo a background/police check. They will be contacted by the Registrar on how to proceed with the background check.

\_\_\_\_\_ Ensure staff read documents on the website listed under “Children’s workshop Guidelines” and/or “Youth workshop Guidelines.”

\_\_\_\_\_ As you select your staff, send the names to the Dean and Registrar. The Registrar will send out the necessary forms to your staff.

\_\_\_\_\_ 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.

## **BEFORE CAMP– CAMPER MANAGEMENT**

\_\_\_\_\_ From the registrar, obtain the name, age, address, and contact information of all children and youth registered.

\_\_\_\_\_ Before camp, the Registrar will send you a summary (Excel spreadsheet) of medical form information for each child/youth. Make note of any allergies or medical information your staff needs to be aware of and inform them.

\_\_\_\_\_ Write a letter or email of welcome to be sent to each child/youth before CAE, informing them and their parent(s)/sponsor of the kind of workshop and experiences to expect, and what they might bring along to complement the workshop.

## **AT CAMP–FIRST DAY**

\_\_\_\_\_ Ensure that required supplies and equipment are transported to, or are available at, the Eliot facility. See Storage Closet Manager to get supplies stored at Seabeck

\_\_\_\_\_ Attend camp staff meeting.

\_\_\_\_\_ Review the (Excel spreadsheet) of medical form information for each child or youth for any new additions. **Check them carefully to make note of any allergies or medical information the staff needs to be aware of and inform your staff.**

\_\_\_\_\_ Schedule and hold a meeting with your staff. The agenda might include:  
Children’s medical information: workshop space; Supplies available; Meeting with parents after evening all-camp orientation.

\_\_\_\_\_ With staff, set up workshop spaces and materials.

\_\_\_\_\_ On the first evening, schedule time for Children’s Orientation with the Volunteer Coordinator.

\_\_\_\_\_ Convene Children’s Orientation meeting:  
This includes all children and their parent(s)/sponsor(s) and staff. Explain the CAW provided by Eliot. Introduce children’s staff and arrange for brief meetings that evening for each children’s group. See “Children and Parent Orientation Talking Points” in Children’s workshop Guidelines.

## **DURING CAMP - CHILDREN’S ART PROGRAM**

- \_\_\_\_\_ Teach the children's art workshop, and supervise the children's art workshop staff, and remain on site for the entirety of the morning workshop.
- \_\_\_\_\_ Attend daily staff meetings
- \_\_\_\_\_ Inform the Dean and CAE presenter coordinator of changes and additions to your workshop as the week progresses.
- \_\_\_\_\_ Assist staff in performing minor first aid and know the location of Eliot's First Aid Volunteers during the morning hours.
- \_\_\_\_\_ With the assistance of the in-camp coordinator, provide a morning snack for the children

## **LAST DAY OF WORKSHOP**

- \_\_\_\_\_ If you received a bin from the inventory closet, ensure that all supplies and equipment belonging to Eliot are accounted for, returned to the inventory bin, and packed neatly. This includes First Aid kits. Return the bin to Lower Colman and provide the Storage Closet Manager with an updated inventory list. Ask the Golf Cart Coordinator for transport assistance, if needed.
- \_\_\_\_\_ With Workshop Staff, oversee clean up of spaces used.
- \_\_\_\_\_ Collect reimbursement vouchers from staff who have made purchases, including donations where staff are not requesting reimbursement. Fill out your reimbursement voucher. Have all vouchers signed by the Dean and then submit them to the Registrar for reimbursement.

## **AFTER CAMP**

- \_\_\_\_\_ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.
- \_\_\_\_\_ Write or email thank you notes to your staff.

## **IDEAS, HINTS and TIPS**

### **REIMBURSEMENT FORMS**

Collect the reimbursement requests from staff so you can look them over before handing them in to the deans for approval. Your post-camp report then could include a one-line financial report, on the order of : the Children's workshop spent \$69 on supplies and \$213.69 and snacks, well within our budget of \$369. The report should detail the expenses that were reimbursed, and the donations made by volunteers, to better document expenses for future budgets.