

ELIOT INSTITUTE
SMALL GROUP COORDINATOR
(Revised September 2024)

SELECTION: Selected by and responsible to the Deans.

QUALIFICATIONS: Experience being in a small group at an Eliot camp and, preferably, been a Small Group Facilitator previously. In addition, this person should display leadership and people skills.

GENERAL RESPONSIBILITIES: Plan and coordinate small group discussions. Recruit small group facilitators. Assign campers to small groups and assign meeting locations for groups. Interface with Deans and Speaker, as appropriate, to get discussion questions in advance of camp. Hold a daily meeting of small group facilitators at camp.

Specific Responsibilities - TIMELINE

BEFORE CAMP

- ___ Register for camp. Sign contract and Code of Ethics. Return to Registrar.
- ___ Consult the responses to the Adult Participation Form to get a list of the campers who have expressed an interest in participating in, or facilitating, a small group.
- ___ Recruit enough Small Group Facilitators to create groups of 10 campers.
- ___ Assign a location, facilitator, and participants to small groups.
- ___ With the Deans, schedule a time and place for the Small Group Facilitators' meetings on the first day (often 5 pm) and on subsequent days (often 1:00 or 1:15) and communicate those times to the Small Group Facilitators.
- ___ Ask the Deans whether you should communicate with the Speaker directly or whether they would rather handle this communication.
- ___ Deans or you (as agreed upon after question posed above) should communicate with the Speaker on the following:
 - Ask them to attend the small group orientation meeting (arrival day) to discuss the topic and plans for the week
 - Ask for daily discussion questions in advance of camp
 - Attend one or more Small Group Facilitators' meetings, after the meeting on the first day, depending on the preferences of the Speaker, the Deans and the Small Group Coordinator, as discussed.

- ___ Tell the Small Group Facilitators when meetings are scheduled, and share the daily discussion questions with them.
- ___ Review handout from the Right Relations Team to familiarize oneself with the referral process.

AT CAMP

- ___ Attend All Camp Staff meeting on arrival day.
- ___ Hold meeting of Small Group Facilitators on arrival day.
- ___ Hold daily meeting of Small Group Facilitators.
- ___ Attend morning program.
- ___ Participate in a small group (optional as to whether you want to facilitate a group).
- ___ Relay any concerns that come up to the Deans.

AFTER CAMP

- ___ Within two weeks of the end of camp, submit a report to the camp Deans.

Procedures / How To's

SMALL GROUP RECRUITMENT & PREPARATION

- ___ Recruit enough Small Group Facilitators to lead groups of up to 11 adults.
 - A Small Group Facilitator needs to
 - 1) have attended a morning program at least one year;**
 - 2) have participated in a small group at least one year; and**
 - 3) must attend the morning program.**

Consideration should be given to campers who have volunteered on evaluation forms from past years as well as those volunteering on the current year's camper questionnaire.

Make your selection early enough so information can be sent to them about small group process and so they can arrange their travel to camp early for small group orientation.

- ___ Assign participating campers to small groups of up to eleven adults for morning discussion at camp. Do not assign to small groups adults working with children and youth and those who indicated on their Adult Participation Form to the Registrar that they will not be participating in a small group. Assignments should be made prior to the start of camp.

In order to encourage a broad, inclusive experience for all, the Eliot Institute strives for breadth and balance in our small groupings. Arrange small groups to achieve a gender, age and geographical spread, as well as placing people outside of family and congregational groupings as much as possible.

- ___ Assign each group to a meeting location in consultation with each Facilitator. Confirm available locations with the Volunteer Coordinator to ensure no conflicts with the Children's Program.
- ___ Recruit two or more Facilitators to have a walking small group, taking care when making assignments to those groups as they relate to accessibility, camper expressed preferences or other factors that impact being in a walking group.
- ___ Prepare a separate page for each group: Name Facilitator, where group will meet, and names of group members. Print two copies, one for the Facilitator and one to display in large enough type to be read from four feet away.

ARRIVAL DAY

- ___ Hold an orientation meeting with the Speaker(s) and the Facilitators. Some camps hold this meeting at 5pm on arrival day. Confirm the time and place of daily settings with Facilitators (usually 1 p.m.).
- ___ Determine which meetings will include the Theme Speaker and which ones do not require the Speaker's presence.

The Speaker should not be expected to attend more than three sessions with the Small Group Facilitators, one to introduce the topic and outline plans for the week, one to answer any questions about the topic which have come up, and a wrap-up session at the end of the week. When the Speaker is not present, the Coordinator will deal with any process issues coming up in the groups and to help the Facilitators "problem-solve" issues for one another.
- ___ Post small group lists at the back of the Meeting House at the All-Camp meeting on the first evening. Be available at the end of that meeting to deal with any issues of folks who want to sign up or switch groups.

DURING CAMP

- ___ Conduct the daily meeting of the Small Group Facilitators; usually from 1:00 to 2:00 p.m. or shorter as appropriate.
- ___ It is inappropriate and strongly discouraged that the Facilitators or the Coordinator critique the Speaker or suggest changes in a Speaker's planned program. If a problem arises requiring the attention of the Speaker, evaluate the seriousness of the concern and privately advise the Deans, as necessary.
- ___ Strongly encourage Facilitators to attend all Small Group Facilitator meetings if possible and to let the Small Group Coordinator or another Facilitator know in advance if they will be late or absent for a Small Group Facilitators' meeting.

AFTER CAMP

- ___ For your post-camp report, use the template provided to you by the Deans/Registrar. If you have concerns related to the suitability of a particular person to effectively facilitate a group, these should be addressed by email or phone to the Dean or Board Representative. Do not put them in your report.

Optional Suggestions, Helpful Hints to Consider

For small groups, assigning two young adults to a group, rather than one, especially if the young adult is a new young adult, can help make them feel more comfortable attending small groups.

Some campers have requested affinity groups, such as a BIPOC or LGBTG or young adult group. In general, one of the goals of small groups is to have as many diverse perspectives as possible, so we usually don't offer this. You can definitely encourage them to schedule affinity group meetings for the afternoon; however, if you feel morning small groups should offer an affinity option, please make a recommendation to the Deans who can decide if morning affinity groups will be appropriate for your camp.

NOTE: The Registrar must know about morning affinity groups at least three months before camp so the option can be added to the pre-camp participation form.

When in doubt about a 17-year-old signing up for small groups, check whether or not they have graduated from high school.

Consider having a backup Group Facilitator available to lead an additional group if there are a lot of last minute signups, rather than making many groups larger, and/or if a Facilitator cancels or cannot come to camp.

See Small Group Facilitator's Job Description in the [camp job descriptions](#) on the Eliot Website for samples of Group Covenant and Facilitator Covenant. When contacting Small Group Facilitators in advance of camp

Recommended Locations for Small Groups

- Meeting House downstairs. Best location for mobility impaired.
- Pines Upper Lounge and/or Juniper (if not being used by kids / youth).
- Reeser downstairs, Reeser upstairs, Meeting House upstairs. (not for mobility impaired)
- Chapel. Spruce (long walk and far from kids' pickup for parents).
- Pines has ~4 mini-lounges. (The two closest to the meeting rooms hold 10-12 people, 2 further down the hall hold 7 - 8.) Salal. Huckleberry. Very comfortable spaces, but residents and housekeeping pass through, so prone to interruptions. Salal is a long walk.
- Inn Porch. Pavilion. Exposed to weather. All have some noise issues: not for hearing challenged. Not as private as indoor locations.
 - The porch in front of Juniper is best. Covered in case of rain.
 - Porch in front of the Inn offices.
 - Porch on the side by tetherball / volleyball.
 - Porch between Inn and Juniper. Too sunny on hot days.
- Hemlock porch – it's long and skinny but could work for a SMALL group
- Lounge (A frame), Upper Colman, Firs living room, Maples living room, Juniper and Upper Pines would all be fine, but are typically used by children or youth.
- Walking groups - starting locations used in 2023
 - Chapel in the Forest
 - Seating Areas on the Boardwalk