

ELIOT INSTITUTE
DEANS - GUIDELINES TO SELECTING CAMP STAFF
(Revised 2024)

BEFORE SELECTING ANYONE

- Read this document thoroughly.
- Review Staff required for your particular camp. See Dean - Camp Staff Lists.
- Read job descriptions for each position.
- The Registrar will share with you a spreadsheet showing who has applied for jobs this year and in recent years.
- In fairness to all campers, it is recommended that all candidates who apply or who express interest prior to September 15th (Summer camps) or February 1st (Winter) be given equal consideration. Frequently, many staff members have expressed willingness to join your team at the previous camp. As a courtesy, let each person know you have received their “application.” Let them know if a) they have the position, 2) the position has already been filled, 3) they are being considered. Let candidates know the date by which final selections will be made. You might like to find out if they would consider another position, if you feel they would be a good staff person.
- You are encouraged to consider both registered campers and folks who haven’t registered in the search for the best available candidate. Staff appointments may or may not be made from among those who have asked for that position.
- The Registrar, your Board Representative or recent Deans can offer recommendations.
- In general, staff should be appointed on the basis of qualifications for the particular position. In the case of equally-qualified candidates, apply the following criteria:
 - The candidate who has already given voluntary service to Eliot, and shows potential as a future Board member or Dean.
 - Avoid the temptation to hire staff just because they’ve “done the job before.” It is important to keep growing the talent pool for staff, and also offering campers the chance to grow through their work in a staff role.
 - Consideration should also be given to those with financial need: e.g. candidates who would be unable to afford camp without the camp credits of a staff position
 - It is desirable to have staff diversity - gender, age, region, etc. Deans are encouraged to have some young adults on staff.

Currently, the Board reviews all jobs and compensation (camp credits) at its January Board meeting. You will want to have this information when you contact people to be on staff. If you “hire” someone before this information is available, you need to tell the person there may be changes from what was offered as compensation in the past.

GETTING STARTED

- You are responsible for selecting and supervising camp staff except where noted in the staff list and/or camp job descriptions.
- As soon as possible select your Volunteer Coordinator. This person is the Dean’s “right hand” and can take on many tasks to make your job more manageable.
- Select as much of your staff as possible nine to twelve months before camp (i.e. in the fall for Summer camps; in the spring/summer for Winter Camp). Let staff know that the compensation will be finalized at the January Board meeting.

- Notify the Registrar as soon as each position is filled. Let them know if you are following the Board Guidelines for staff compensation, or have changed any of the amounts. For discretionary positions, include how many camp credits you're assigning to this person.
- Hiring Outside Staff: Our insurance policy covers liability for any persons we hire, i.e. lifeguards, dance instructors, etc.
- Important note for Summer Deans: After January 31, no more housing spaces will be reserved for staff. If a position is not staffed by then, and the camp is full, the Dean(s) will have to fill the position with a registered camper.
- Once staffing has been completed, the Dean should notify all unsuccessful applicants who applied specifically.

WHAT TO COMMUNICATE TO STAFF

STAFF JOB DESCRIPTIONS: Make sure each staff member understands their job description. (Job descriptions can be found at <https://www.eliotinstitute.org/camp-jobs>) Remind them to register for camp, and let them know the registrar will send contracts and a code of ethics for them to complete, and background check information for anyone who will be working with minors, including children's and youth program staff and waterfront staff.

STAFF CROSSING CANADIAN BORDER: Canadians cannot volunteer or work in positions in the U.S. that would take work away from an American. So, let them know that if asked, they should simply say they're attending a camp.

SPECIAL CONSIDERATIONS

NEWSLETTER EDITOR: Choose a newsletter editor who is organized, works well with deadlines, and knows camp routines well. As Dean, you hold final authority over the content of the Camp Newsletter. Make sure the Newsletter Editor is aware of this. Ask the Newsletter Editor to prepare the first day newsletter in advance and send you a copy for your perusal.

SMALL GROUP COORDINATOR. Choose your Coordinator carefully, ensuring they have not just good organizational skills, but also good group facilitation, and the ability to advise facilitators on challenging situations that may arise.

WORSHIP AT ELIOT: The position is divided into two parts: Morning Ingathering and Evening Worship. Deans have flexibility with staffing: they could recruit separate people for each role, or one camper for both positions (possibly a minister or minister in training). In some cases, the music coordinator could also take on the morning ingathering or the chaplain might be interested in handling one of the worship roles - compensate with the associated camp credits.

LIFEGUARDS: Eliot requires two certified lifeguards for July and August camps; one for Creative Arts. If you or the Waterfront Director have difficulty finding a certified lifeguard, Eliot has authorized additional funds to have the person you select receive training to become certified. A lifeguard from local swim facilities, such as the Y in Silverdale, can be hired to cover swim time if a lifeguard cannot be found among the Eliot community.