

ELIOT INSTITUTE
CHILDREN'S PROGRAM DIRECTOR & YOUTH ADVISOR
(Revised July 2024)

NOTE: At July and August Eliot, there is typically a Childrens'/MAGS Program Director and a separate Youth Program Director - called the Youth Advisor. At Winter (and Creative Arts if they have a children's program), these roles may be combined into one staff position.

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Loves and understands children and youth; has successful experience as a R.E. program leader, teacher or camp counselor. Preference is given to someone who has worked on the children or youth program at an Eliot camp in previous years. Excellent organizational and interpersonal skills are required. The minimum age requirement is 25 years.

GENERAL RESPONSIBILITIES: Planning, implementing, and supervising a daily morning program for children and youth ages birth to 18 that supports the Mission Statement, the Code of Ethics, and traditions of Eliot. In keeping with the Mission Statement, the program should include a variety of stimulating, challenging and creative activities that "enrich their spiritual, social, and intellectual lives". Programs should be interactive and inclusive.

During camps with a low enrollment of children and youth, expect to work directly with a group of children or youth, either as a lead or assistant teacher, and be included in the child/youth to staff ratio. At large camps, you may float between groups as an extra adult.

TIMELINE

BEFORE CAMP

- _____ Register for camp. Sign contract, Code of Ethics. You are required to have a Background Check and take Sexual Abuse Awareness Training. The Registrar will tell you the procedure.
- _____ To orient yourself, read this job description, and also read "Children's and Youth Program Guidelines", job description for Children's / Youth Staff, and the Children and Youth Orientation documents. See <https://www.eliotinstitute.org/camp-jobs>
- _____ Read the DUWOP policy (Don't Upload without Permission), "Respectful Behavior Expectations", and "Restoring Right Relations Policies"
See <https://www.eliotinstitute.org/policies>

BEFORE CAMP - WORKING WITH THE DEAN

- _____ Consult with the Dean to determine:
 - _____ staffing allocation and “camp credits” available
 - _____ supply budget for Children/Youth Program.

- _____ In consultation with the Dean, assign program space for each group of children / youth.
 - Possible sites: Firs and Maples living rooms and Juniper (good for the youngest campers), Upper Colman and A Frame (good for upper elementary and MAGS), Upper and Lower Pines, Rhododendron and Spruce (good for youth). Your camp may also have traditional locations (like “MAGS are *always* in the A-Frame. Youth are always in Pines.”)
 - Ask Registrar to request that Seabeck deliver preschool furniture and lower elementary tables and chairs to the correct location. Also request vacuum for under 3’s space.
 - The designated youth area is open only to youth and their chaperones and staff from 9 am to noon and from 11 pm to 1 am. Campers in other age groups are welcome in that space only between 7 - 9 am and noon to 11 pm.
 - Schedule the Youth Overnight.

- _____ Provide the Dean with an overview of the planned program prior to the Conference.

- _____ On the first evening, schedule time for Children’s Orientation (typically after All Camp Orientation) and Youth Orientation (typically after House Meetings). These meetings include appropriate staff, children/youth, and parent/sponsors.

BEFORE CAMP - WORKING WITH THE REGISTRAR

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

- _____ From the Registrar, obtain the name, age, address, and contact information of all children and youth registered. Share that info with staff.

- _____ Before camp the Registrar will send you an Excel spreadsheet with medical form information for each child/youth. Check this carefully to make note of any allergies or medical information your staff needs to be aware of and inform them. Explicitly train staff on the best way to accommodate each issue (for example, If there are allergies requiring an Epi-pen, have a plan for how that will be stored and ensure staff know how/when it is used). Consult with a trained health professional if necessary.

BEFORE CAMP - STAFF PLANNING AND RECRUITING

- _____ Determine the number of children/youth in each group. Typical groups are Under 3's, Preschool, Elementary, MAGS, and Youth. See Children's Program Guidelines for details.
- _____ Recruit (with the Dean's approval), and assign, necessary staff. Every effort should be made to have diverse genders and, if possible, for each grouping to have at least one adult between age 25-35. For **required** adult to child ratios, see "Children's and Youth Program Guidelines" at <https://www.eliotinstitute.org/camp-jobs>
- _____ Recruit a volunteer to be a back up or respite assistant/teacher who can step in and help out in the Children's Program if needed (for instance if a teacher becomes ill). This volunteer must agree to have a background check and their name needs to be submitted to the Registrar along with other Children's Program 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.
- _____ Inform each staff person they must apply for camp, sign a contract and Code of Ethics, undergo a background/police check, and participate in online Sexual Abuse Awareness Training. They will be contacted by the Registrar on how to proceed with these steps.

BEFORE CAMP - PROGRAM PLANNING

- _____ Work with group leads to establish a program for each age group and time schedule for the 9:00 a.m. to noon period each day of the Conference. Consider having each age group work on a common theme that will add to the life of the camp. See suggestion for program planning in job description for Children's and Youth Staff.
<https://www.eliotinstitute.org/camp-jobs>
- _____ Obtain the Inventory List from the Dean to see what supplies are currently on hand at camp and what will need to be brought. Most inventory is now reusable items.
- _____ Remind staff to plan for the first night's orientation meeting. (See document at <https://www.eliotinstitute.org/camp-jobs>).
- _____ Ensure a letter of welcome is sent to each child/youth before Camp, informing them and their parent(s)/sponsor of experiences to expect, and what they might bring along for the program. This can be written by the Director or Lead Teacher and either emailed or mailed.
- _____ Plan a snack menu to meet all special diets, verify the snack budget and purchase the snacks (saving all receipts).

ARRIVAL 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 medical information with the staff, ensuring that they know what precautions / accommodations are needed for each child or youth.
- _____ Schedule and hold a meeting with your staff. The agenda might include: Children's medical information; Program space; Supplies available; Children / Youth Orientation meetings.
- _____ With staff, set up program spaces and materials.
- _____ Convene Children's Orientation and Youth Orientation Meeting. See document with meeting format and key guidelines to discuss at <https://www.eliotinstitute.org/camp-jobs>

DURING CAMP (CHILDREN'S DIRECTOR AND YOUTH ADVISOR)

- _____ Supervise children and youth program staff and remain on site for the entirety of the morning program. The Children's Director may rotate between different age groups, supporting staff as needed. The Youth Advisor often remains with the youth as a staff member.
- _____ Attend daily staff meetings
- _____ Inform Deans and staff of changes to your program 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.

DURING CAMP - CHILDREN'S DIRECTOR

- _____ Provide a morning snack for the children. Prep, serve and clean-up. See tips below.

DURING CAMP - YOUTH ADVISOR

- _____ Develop with Youth Program Staff and youth any plans for intergenerational or youth social activities planned. These activities might include a youth worship, bridging, and/or youth-hosted special events. Determine who will be in charge of planning each event.

_____ If they want to coordinate a traditional Youth Worship, ensure they are assisted by an adult who is experienced in presenting quality worship services and music

_____ Ensure that Youth Staff or chaperones supervise all youth program activities. Prior to Overnight, review Youth Guidelines with campers: <https://www.eliotinstitute.org/camp-jobs>

LAST DAY OF PROGRAM

_____ Inventory any bins from the Eliot closet, then return the bins to Colman, neatly packed, with the inventory notes. (Return First Aid Kits to the Inn Lobby to be inventoried / restocked.)

_____ With Program Staff, oversee clean up of spaces used by children and youth program.

_____ Ask staff what expenses they had, including donations they are not requesting reimbursement for. Collect receipts and reimbursement vouchers, have them signed by the Dean and submit to the Registrar for reimbursement.

AFTER CAMP

_____ Within two weeks after camp, submit a report to the Deans using provided template. Include a brief financial report on expenditures: what expenses were reimbursed, and what items were donated. This will help to better document expenses for future budgets.

_____ Write or email thank you notes to your staff.

IDEAS, HINTS and TIPS

BABYSITTING: When we have large cohorts of children under age 10, you could encourage parents to create a cooperative babysitting plan, or help them connect with youth who might be available to babysit for a fee. Beyond this initial assistance, the Children's Program Director and staff need not be responsible for babysitters. Parents are responsible for all costs incurred.

STAFFING TIP: For each age cohort, it's important to choose staff that will work well together. You may start by choosing a lead, and then asking them who they want to work with. Some may not have opinions, some might have strong feelings about this.

Note that in the budget, the camp credits are very different for the lead and the assistant (the lead may receive almost twice as much. This can make sense in situations where the lead does *all* of the planning and organizes all the activities and the assistant is just there at camp to make sure everyone stays safe and has fun. However, some pairs work more as equals. You could discuss this issue with your lead staff up front. If they expect to work more collaboratively with

their partner, you could ask them to consider whether it would make sense to divide the camp credits up a little differently. For example, *if they chose to*, they could split equally.

SNACKS for children's program.

You are responsible for determining when and where snack will be served, purchasing snacks, prep, serve, and clean-up. Here is one sample of how it might be done, from a July camp.

- Snacks can be purchased at a grocery store in Silverdale. Upper Colman has a refrigerator, cupboards for storing snack supplies, and space for washing dishes.
- 9:15 - 10:15 float between groups, interacting with kids and supporting staff
- 10:15 - 10:30 prep snack in Upper Colman - use dish tubs to carry supplies downstairs
- 10:30 - 10:45 serve snack to preschool through MAGS in lower Colman (this is a good chance for staff to take bathroom breaks). When kids are done, they throw away trash and put dirty dishes in a dish tub. Deliver snack to under 3's group.
- sometime before 12, do snack clean-up. Otherwise, interact with kids and staff.

Sample Snacks (Quantities are what was purchased for 16 kids (4 preschool, 4 lower el, 4 upper el, 4 MAGS). They ate about $\frac{2}{3}$ of what was purchased, so no need to purchase more than this.

- graham crackers (1 box) and bananas (8 bananas, cut in half)
- goldfish (2 regular 6.6 ounce bags) and strawberries (3 1-lb containers)
- yogurt tubes - can serve frozen in summer (16), berries (12 oz each of rasp, blue, black)
- microwave popcorn (3 bags), orange slices or mandarins (3 pounds) - need to peel and break into groups of 3 - 4 segments (plan an alternate low-choke-risk snack for toddlers)
- animal crackers (16 ounce) and grapes (3 lbs - use scissors to cut into clusters)
- popsicles (16) and string cheese (16) (no dishes needed = easier clean-up / pack-up day)

CDC Guidelines for Cleaning Dishes: In a dish tub, mix 1 tsp of bleach with a quart of water. Wash and rinse dishes as normal. Then put clean dishes in bleach solution. Soak for two minutes. Set dishes to air dry. (Do not rinse off bleach. It breaks down quickly as it dries.)