

ELIOT INSTITUTE
CHILDREN'S, MAGS' AND YOUTH PROGRAM STAFF
(Revised May 2024)

SELECTION: Selected by the Children's Program Director and/or Youth Advisor, with the advice and approval of the Dean. Responsible to the Children's Program Director.

QUALIFICATIONS: Loves and understands children and youth; and has some successful experience working with children (e.g. as a teacher, recreational leader, or parent). Past experience as an Eliot camper is helpful, but not essential. Good organizational skills are essential for lead staff.

GENERAL RESPONSIBILITIES: Under the general supervision of the Children's Program Director (or Youth Advisor), lead staff is responsible for before-camp planning and for implementing a program that supports the Mission Statement, the Code of Ethics, and the traditions of Eliot Institute. The program should include a variety of stimulating, challenging and creative activities that "enrich the spiritual, social, and intellectual lives" of the participants. At camp, the lead and assistant staff are responsible for supervising a daily morning Children's Program (from 9:10 a.m. to noon each day).

TIMELINE

BEFORE CAMP - Leads and Assistants

- _____ Register for camp. Sign contract and Code of Ethics form and return to Registrar.
- _____ You will be required to undergo a Background Check and complete online Sexual Abuse Awareness Training. The Registrar will let you know the procedure.
- _____ Read this job description and the Children's and Youth Program Orientation info, and be aware of Children's and Youth Program Guidelines. See www.eliotinstitute.org —> Volunteers —> [Camp Jobs](#)
- _____ Be familiar with the DUWOP policy, "Respectful Behavior Expectations", and "Restoring Right Relations Policies" See www.eliotinstitute.org —> About Us —> [Policies](#)

BEFORE CAMP PLANNING (Leads Only)

- _____ From the Children's Program Director / Youth Advisor, obtain the names and ages of all children/youth registered for your group.
- _____ Review program expectations with Director/Advisor.
- _____ Plan the program. See planning tips below.
- _____ Ask for a copy of the inventory, so you know what is already available at camp. Let Director know of any supplies you would like. If you are purchasing supplies, make sure they are within your budget and keep receipts. You will fill out a reimbursement voucher and submit it to the Children's Program Director.

ARRIVAL DAY

- _____ Bring all program supplies and equipment you are responsible for to camp.
- _____ Attend Children's Program Staff meeting, if scheduled
- _____ Children's Program Director will inform you of any allergies or medical conditions in your group.
- _____ Set up program spaces and materials.
- _____ Attend / facilitate Children's / Youth Program Orientation with parents and children / youth. Orientation Guidelines on the [Camp Jobs](#) page cover recommended format and content.

DURING CAMP

- _____ Attend ingathering, meet your group outside afterwards, then go to your meeting place.
- _____ Supervise your group, monitoring and encouraging behavior that is consistent with the Eliot Covenant and Code of Ethics.
- _____ If a child (especially an Under-3 child) becomes distressed during program and can not be soothed, the parents / sponsors may be called to tend to the child.
- _____ Under 3's and Preschool age children are typically picked up by parents/sponsors at their classroom at noon. Elementary children should be escorted to the flag pole to meet their parent/sponsor. MAGS and Youth are dismissed at noon.
- _____ MAGS Staff. If there will be a MAGS late night, you are also responsible for staffing that. It typically runs from 9 pm to midnight, and may include snacks and an adventure with the Youth. (Work with the Children's Director to coordinate whether you or they will provide snack.)
- _____ Youth Staff: Assist youth with implementing: a Youth Worship (if desired), Bridging (if desired), Youth Overnight, Chaperones as needed for late night gatherings. Also encourage Youth to have positive interaction with the entire Eliot community.

LAST DAY OF PROGRAM

- _____ Inventory Eliot supplies and equipment used by your program. Return them to the Colman storage area.
- _____ Tidy up space used by your group. Children and Youth should help!
- _____ If you made program purchases, submit your reimbursement voucher to the Director. If you are not requesting reimbursement, still submit the voucher and mark "donation."

AFTER CAMP

- _____ If desired, within 2 weeks of camp, submit a short report to the Deans, using provided template, including suggestions for future staff.

PROGRAM PLANNING TIPS FOR LEAD STAFF

Before camp: Lead staff, in collaboration with the Program Director and/or Youth Advisor, are responsible for developing a plan for morning program, from ~9:15 (end of Ingathering) to 12:00 each day. Primary goals: everyone stays safe, everyone has fun, and ideally everyone learns something related to UU / Eliot values (e.g. love, justice, inclusivity, interdependence, compassion.)

There are many different ways to approach planning. How much you prep in advance and how much you improv depends both on your own preferred style and on the age of your campers.

- Under 3's - just set up a safe environment with toys and activities, then follow their lead.
- Preschool and Elementary - you plan a structure for the week, and plan activities for each day. Be sure to choose diverse activities so there's something for everyone. For example, some stories and songs for those who like to do group time, some crafts for the artsy ones, some large motor activities like the playground, and some fun games for structured interaction.
- MAGS & Youth - you create a structure and come prepared with lots of optional ideas for fun activities, but allow flexibility for them to take the lead. If they feel like they have choice and control (within appropriate limits), they will be more bought into the experience.

Structure - it is helpful to young children and many neurodivergent people to have a predictable structure and routine each day. Even if you fill in that structure with new and diverse activities for those who love novelty, there is reassurance in knowing what to expect. Here are sample structures:

<p>Lower Elementary</p> <p>9:15 leave meeting house</p> <p>9:25 Indoor Activity / Craft</p> <p>10:10 Story</p> <p>10:20 clean up & wash hands</p> <p>10:30 snack & run around</p> <p>11:00 Outdoor activity or playground</p> <p>11:45 closing circle, walk to Inn</p>	<p>Upper Elementary</p> <p>9:15 Walking</p> <p>9:30 Talking (covenant on day 1, highs and lows on other days)</p> <p>9:45 Doing a Group Activity</p> <p>10:25 Handwash/Bathroom</p> <p>10:30 Eating Snack</p> <p>10:45 Running (large motor games or playground)</p> <p>11:15 Crafting</p> <p>11:50 Clean Up, walk to Inn</p>	<p>MAGS</p> <ul style="list-style-type: none"> - walk to A-Frame - Check-In Question - First Major Activity - Little Games - Snack - Second Major Activity - might be with youth or younger kids - Little Games <p>Adjourn</p>
---	---	---

You'll notice they all have a few focus activities each day. These are things which require planning, equipment, and set-up / clean-up time. Some leads choose to do all the week's activities around one common theme (e.g. Legos - where each day has a more challenging build; Art Gallery where they work on projects to display on the last day; Science Fair, etc.) Some do a different focus every day. Focus activities might be: craft project, nature hike, scavenger hunt, preparing a talent show act, having the theme speaker visit your group, learning songs for Firelight, water bottle rocket launch, or group games (silent football, capture the flag...). For MAGS: O Johnny O dance (July), Hiroshima peace lanterns (August) or the raft for New Year's Eve. For youth: planning MAGS adventure and Youth Worship.

It helps to have a few side activities that children / youth can do independently, in case either they finish with the main activity early or they're just not interested in it. (We want to encourage them to try everything and to participate with the group, but sometimes it just helps to have another option.) Examples: sidewalk chalk, books, paper and markers, puzzles, deck of cards, origami (for MAGS)

Also have some filler activities that the whole group can do if your main activity doesn't take the full planned time. Singing is always an option! Bubbles are great for younger kids. Here are fun and spontaneous games that don't take a lot of equipment or effort. Some are better for young kids or older kids. But really, most can be fun for any age. If you don't know the game rules, just google it!

- duck duck goose, red light green light, simon says, hot potato, keep the balloon in the air, tag variations, Telephone, Poor Kitty / don't laugh, 20 questions, zip-zap-zop, rock-paper-scissors tournament, human knot, story chain (kid one starts a story - you say stop - kid 2 continues from where they left off) or the fortunately / unfortunately variant; murder handshakes game, Mafia, Wah game, board games (Eliot inventory may include Pictionary, Twister, Encore, Code Names)

Sample Plan (for Lower Elementary)

	Day 1 greetings	Day 2 treasures	Day 3 rocks	Day 4 birds	Day 5 hodgepodge	Day 6 wrap up
WELCOME/ CHECK-IN	Shel Silverstein Come In *Name Game	Shel Silverstein Hug-o-War *Touch Blue	Shel Silverstein Helping *Museum Guard	Shel Silverstein Early Bird *Two Truths & a Lie	Shel Silverstein Smart *Goin' on a Bear Hunt	Shel Silverstein Tree House *Show & Tell
SONG	"Make New Friends"	"Father Abraham"	Silly Songs with a Guest	"The Name Game"	"I Love to Laugh"	"Happy and You Know It"
STORY TIME	The Kissing Hand	Tiny Perfect Things	Only One You	What Do you Do With an Idea?	Something From Nothing	Thankful Each Day
ART PROJECT	Sharpie Tiles	Photo Sun Prints	Painted Rocks w/ google eyes	Bird Nests	Tissue Paper Collage	Thumb Print Stationery
SNACK	At COLMAN	At COLMAN	At COLMAN	At COLMAN	At COLMAN	At COLMAN
GROUP GAMES	Hot Seat Museum Guard	Simon Says Broken Phone	Karaoke/ Dance Party	Charades Feather Blow	Would You Rather	Red Light, Green Light
OUTDOOR HIKE	Tree Fort	Treasure Hunt	Salmon Bake Beach to get rocks	Cathedral in the Woods to listen for birds	Scavenger Hunt	Kids' Choice?
RECESS AT PLAYGROUND						