

**ELIOT INSTITUTE**  
**DEAN JOB DESCRIPTION**  
**(Revised 2024)**

**SELECTION:** Selected by and responsible to the Board represented by the Board Representative assigned to the camp.

**QUALIFICATIONS:** An experienced Eliot camper who has held staff positions at previous conferences. Good organizational, administrative and interpersonal skills are essential. A broad knowledge of camp programs and routines, and acquaintance with a wide variety of campers are most desirable. Shall promote a positive and engaging presence at camp with staff and campers, respond to criticism neutrally and respectfully, maintain a high visibility and accessibility to campers and staff alike.

**ROLE OF DEAN:** Responsible for the general well-being and daily operation of the Camp; responsible also to the Eliot Board through its President or Board Representative, guided by the policies of the Board. Dean may delegate responsibilities and authorities at their discretion.

**GENERAL RESPONSIBILITIES:**

- Work with Speaker selected by the Eliot Board. See document “Dean - Theme Speaker”.  
Note: Creative Arts Eliot may have a staff person responsible for connecting with workshop leaders.
- Recruit a full staff for the assigned camp [See Staff Section of Dean Starter Kit], communicate with them as needed to ensure there is adequate advance planning for camp, supervise staff during camp.
- Collaborate with Registrar regarding camp attendees
- Coordinate a full program with music, worship, small groups, and activities
- Collaborate with the Board Representative before camp and at camp so that Board policies are implemented and Board initiatives are incorporated into camp activities
- Serve as liaison between the Eliot Institute and the facility management during the camp.
- Manage the budget for camp. Consult with Eliot Registrar as needed for guidance.
- Refer to specific responsibilities on the Dean Timeline and use that timeline to ensure tasks are completed in an orderly and timely manner.
- Right Relations: The Dean should ensure staff and campers are familiar with the [Respectful Behavior Expectations](#). Campers, camp staff, or Eliot staff may approach Deans with questions or concerns related to this policy. The Dean should be thoroughly knowledgeable about the [Restoring Right Relations](#) policy. If an incident is reported at camp, it must be handled by a minimum of two people. The Dean and the Board Rep are the first choice for this role, though they can delegate, as per the policy. The Dean and Board Rep, together, have the authority to require any camper to leave, as per the policy.