



# IEFLP CONFERENCE ORGANIZATIONAL CHART

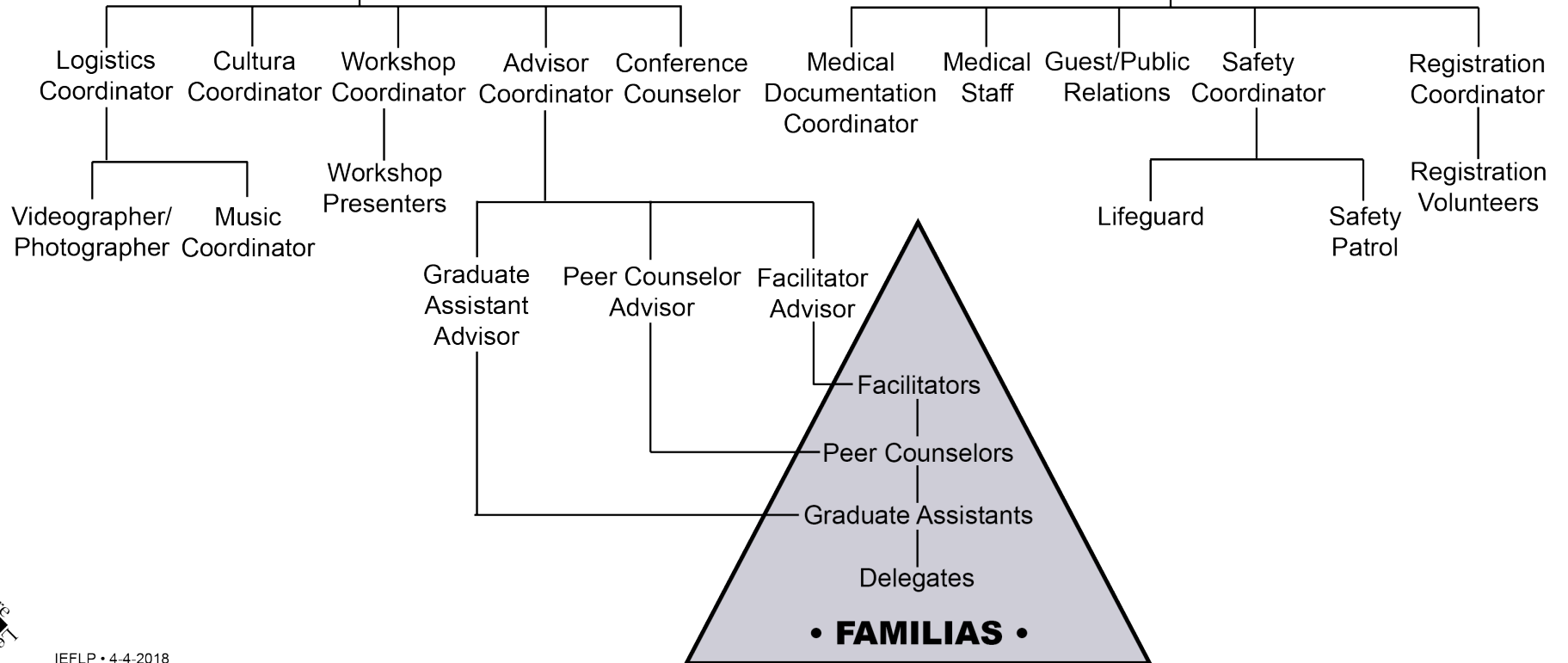
***Inland Empire Future Leaders Program Board***

***Idyllwild Pines Camp***

IEFLP Conference Executive Director ↔ Idyllwild Pines Camp Director

Associate Directors

Conference Directors



# STAFF POSITION DESCRIPTIONS

## DIRECTORS

### PROGRAM BOARD CHAIR

- Conducts Parent Orientation for delegates' parents.
- Is the official representative of the IEFLP Board.
- Officially welcomes delegates to the conference.
- Explains rules to delegates.
- Serves as liaison to community, parents, and official guests.
- Remains available to consult with on critical issues involving crisis intervention, conduct problems, etc.
- Provides direction to all Directors.
- Serves as a role model to staff and delegates.

### CONFERENCE EXECUTIVE DIRECTOR

- Coordinates dates and locations for staff selection, staff trainings, and staff debriefings.
- Collaborates with the IEFLP Board to select Conference Directors and Associate Directors.
- Oversees operations of the Conference Directors and Associate Directors, and monitors that their roles are met and maintained.
- Serves as a liaison with Idyllwild Pines Camp staff.
- Provides workshop presentations.
- Participates in speaker of the week selection.
- Coordinates the end of the week parent presentation.
- Assists with conflict resolution.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to staff and delegates.

# STAFF POSITION DESCRIPTIONS

## DIRECTORS (CONTINUED)

### ASSOCIATE DIRECTOR

- Responsible for participating on staff selection committee.
- Supervises and supports Conference Directors, Safety Coordinator, Workshop Coordinator, Logistics Coordinator, Medical Staff, Registration Coordinator and Conference Counselor(s) and monitors that their roles are met and maintained.
- Provides workshop presentations.
- Coordinates the “Speaker of the Week” training and selection.
- Assists with end of the week Closing Program schedule.
- Assists with conflict resolution.
- Supports the Executive Director.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to staff and delegates.
- Meet with staff at breakfast, lunch, and dinner for daily planning.
- Work closely with Conference Counselor and other staff members to meet the developmental needs of delegates.

### CONFERENCE DIRECTOR

- Responsible for participating on staff selection committee.
- Reviews the staff notebook for changes.
- Develops staff orientation meeting agendas.
- Assists Executive Director to select Advisor Coordinator, Facilitator Advisor, Peer Counselor Advisor, Graduate Assistant Advisor, and the Logistic Coordinator.
- Supervises and supports Advisor Coordinator, Facilitator, Peer Counselor, Graduate Assistant Advisors, and the Logistic Coordinator and monitors that their roles are met and maintained.
- Organizes staff familia groups, staff room assignments, cultura session assignments, carpool/bus assignments, and recreation assignments.
- Assists with the collection of medical, consent, and waivers, and business card forms.

# STAFF POSITION DESCRIPTIONS

## DIRECTORS (CONTINUED)

### CONFERENCE DIRECTOR (CONTINUED)

- Explains and enforces the IEFLP Mission Statement.
- Responsible for the implementation of the conference schedule and makes changes as required.
- Meets with staff at breakfast, lunch, and dinner for daily planning.
- Provides workshop presentations.
- Leads staff evening conference planning meetings.
- Assigns IEFLP stories and unity rally presentations.
- Participates in speaker of the week selection.
- As appropriate, will facilitate staff conflict resolutions.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serve as the Conference emcee and keep delegates enthused.
- Leads all conference icebreakers, songs, and chants.
- Serves as a role model to delegates and staff.
- Work closely with Conference Counselor and other staff members to meet the developmental needs of delegates.

# STAFF POSITION DESCRIPTIONS

## STAFF ADVISORS

### ADVISOR COORDINAOR

- Train advisors
- Supervise and mentor advisors
- Required to attend all staff trainings and staff meetings
- Coordinates Advisor meetings when necessary.
- Serves as a liaison to Conference Directors.
- Ensures that Advisors are participating in program activities and meeting all staff expectations.
- Serves as mediator for any conflicts among the Advisor staff.
- Provides inspiration and motivation to advisors.
- Provides workshop presentations as necessary.
- Meets with staff at dinner for daily planning and notifications.
- Meets with Advisors at the senior staff meetings in the apartment to debrief
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

### FACILITATOR ADVISOR

- Attends all staff selection, staff trainings, and staff debriefings.
- Provides guidance for Facilitators.
- Coordinates Facilitator meetings when necessary.
- Serves as a liaison to Advisor Coordinator and Conference Directors.
- Ensures that Facilitators are participating in program activities and meeting all staff expectations.
- Practices ice breakers, songs, and chants with Facilitators.
- Serves as mediator for any conflicts among the Facilitator staff.
- Provides inspiration and motivation to facilitators.
- Monitors entrance skit and unity rally.
- Provides workshop presentations as necessary.

# STAFF POSITION DESCRIPTIONS

## STAFF ADVISORS (CONTINUED)

### FACILITATOR ADVISOR (CONTINUED)

- Meets with staff at dinner for daily planning and notifications.
- Meets with Facilitators at the staff night-time meetings to debrief and re-view the daily schedule.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model

### PEER COUNSELOR ADVISOR

- Attends all staff selection, staff trainings, and staff debriefings.
- Provides guidance for Peer Counselors.
- Coordinates Peer Counselor meetings when necessary.
- Serves as a liaison to Advisor Coordinator and Conference Directors.
- Ensures that Peer Counselors are participating in program activities and meeting all staff expectations.
- Practices ice breakers, songs, and chants with Peer Counselors.
- Serves as mediator for any conflicts among the Peer Counselor staff.
- Provides inspiration and motivation to Peer Counselors.
- Coordinates Peer Counselor Checklist on Sunday.
- Monitors entrance skit and unity rally.
- Provides workshop presentations as necessary.
- Meets with staff at lunch for daily planning and notifications.
- Meets with Peer Counselors at the staff night-time meetings to review the daily schedule.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

# STAFF POSITION DESCRIPTIONS

## STAFF ADVISORS (CONTINUED)

### GRADUATE ASSISTANT ADVISOR

- Attends all staff selection, staff trainings, and staff debriefings.
- Provides guidance for Graduate Assistants.
- Coordinates Graduate Assistant meetings when necessary.
- Serves as a liaison to Advisor Coordinator and Conference Directors.
- Ensures that Graduate Assistants are participating in program activities and meeting all staff expectations.
- Takes initial and final supply inventory and assists with the supply checklist.
- Rehearses ice-breakers, songs, and chants with Graduate Assistants.
- Maintains conference supplies and t-shirt inventory
- Serves as mediator for any conflicts among the Graduate Assistant staff.
- Provides inspiration and motivation to Graduate Assistants.
- Provides guidance and support for Graduate Assistants in preparing for conference meals
- Monitors entrance skit and unity rally.
- Provides workshop presentations as necessary.
- Meets with staff at breakfast for daily planning and notifications.
- Meets with Graduate Assistants at the staff night-time meetings to review the daily schedule.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

# STAFF POSITION DESCRIPTIONS

## FAMILIA STAFF

### FACILITATOR

- Required to attend all staff trainings and staff meetings.
- Makes sure each delegate assigned to his/her familia is physically present during meals, workshops, cultura sessions, recreation times, etc.
- Shares experiences, but always remains in control of her/his own emotions and personal feelings.
- Monitors delegates emotional and physical well being when necessary.
- Seeks help from Facilitator Advisor or Conference Directors when necessary.
- Escorts delegates when assistance from medical staff is necessary.
- Aware of and sensitive to various issues that delegates are dealing with at camp such as shyness to new situations, acting too “cool” to participate, homesickness, etc.
- Acts responsibly toward the delegates—he/she is their adult parent at camp.
- Meets all expectations as a staff member.
- Conducts the first familia session to establish rules within the familia and select a familia name.
- Leads cultural sessions and assists with recreation activities.
- Communicates any concerns to the Facilitator Advisor.
- Assists and supports the Peer Counselor and Graduate Assistant within their familia group.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model



# STAFF POSITION DESCRIPTIONS

## FAMILIA STAFF (CONTINUED)

### PEER COUNSELOR

- Required to attend all staff trainings and staff meetings.
- Complete the Peer Counselor checklist on Sunday morning at Idyllwild Pines Camp facility.
- Makes sure each delegate assign to his / her familia is physically present during meals, workshops, cultura sessions, recreation times, etc.
- Interacts heavily with delegates at all times.
- Helps move delegates along quickly during passing times such as exits from workshops to meals, etc.
- Has a major role in performing icebreakers, leads activities, and exhibits excitement and enthusiasm.
- Shares experiences, but always remains in control of her / her own emotions and personal feelings.
- Monitors delegates emotional and physical well being when necessary.
- Seeks help from Peer Counselor Advisor or Conference Directors when necessary.
- Aware of and sensitive to various issues that delegates are dealing with at camp such as shyness to new situations, acting too “cool” to participate, homesickness, etc.
- Acts responsibly toward the delegates.
- Meets all expectations as a staff member.
- Leads familia sessions.
- Leads cultural sessions and assists with recreation activities.
- Communicates any concerns to the Peer Counselor Advisor.
- Assists and supports the Facilitator and Graduate Assistant within their familia group.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

# STAFF POSITION DESCRIPTIONS

## FAMILIA STAFF (CONTINUED)

### GRADUATE ASSISTANT

- Required to attend all staff trainings and staff meetings.
- Makes sure each delegate assigned to his/her familia is physically present during meals, workshops, cultural sessions, recreation times, etc.
- Shares experiences, but always remains in control of her/his own emotions and personal feelings.
- Monitors delegates' emotional and physical well-being when necessary.
- Seeks help from Graduate Assistant Advisor(s) and Conference Directors when necessary.
- Escorts delegates when assistance from medical staff is necessary.
- Aware of and sensitive to various issues that delegates are dealing with at camp such as shyness to new situations, acting too "cool" to participate, homesickness, etc.
- Acts responsibly toward the delegates.
- Sets up for meals time and cleans up afterwards.
- Supports cultural sessions leaders and assists with recreation activities.
- Meets all expectations as a staff member.
- Provides supplies as needed for workshops, activities, and the familia.
- Communicates any concerns to the Graduate Assistant Advisor(s).
- Assists and supports the Facilitator and Peer Counselor within their familia group.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to delegates.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF

### CONFERENCE COUNSELOR

- Demonstrates a typical familia session and explains mandated reporting.
- Communicates the counseling referral procedure to staff.
- Provides crisis intervention and conflict resolution when necessary.
- Communicates concerns to the Associate Directors and Executive Director
- Documents all meetings with delegates and/or staff using the counseling form.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

### LOGISTICS COORDINATOR

- Assists Conference Directors to select the Photographer/Media.
- Oversees operations of the Photographer/Media and monitors that their roles are met and maintained.
- Secures and sets up audio-visual equipment.
- Sets up equipment for main hall, star room, classrooms and fire pit presentations.
- Verifies recreation options, locations, and equipment with Idyllwild Pines Camp staff and communicates with Conference Directors.
- Coordinates camp dance.
- Leads the group and sponsor photos.
- Plays music during the week.
- Coordinates recreation time each day: works with Idyllwild Pines Camp staff, sets up, supervises, makes sure supplies and equipment are available, and works with Conference Directors to ensure enough staff supervises each area.
- Assists with end of the week Closing Program schedule and logistics.
- Enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to delegates and staff

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### WORKSHOP COORDINATOR

- Oversees operations of the Workshop Presenters and monitors that their roles are met and maintained.
- Provides an effective lesson plan template to workshop presenters.
- Requires and collects workshop lesson plans for each workshop at least two weeks before the week of camp.
- Insures that workshops presenters are ready for their presentation at least one week prior to the week of camp.
- Communicates workshop presentation times and dates to presenters.
- Collaborates with Conference Directors on any changes in the conference schedule.
- Collaborates with logistics coordinator and music coordinator for any media requirements necessary for workshop presentation.
- Collaborates with staff advisors when staff is presenting or leading a workshop.
- Collaborates with GA advisors for any materials needed for each workshop.
- Monitors Workshop Presenter time allotment.
- Enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to staff and delegates.

### WORKSHOP PRESENTERS

- Demonstrate aspects of leadership though various workshop topics as listed in the conference schedule.
- Serve as role models to delegates.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### CULTURA COORDINATOR

- Oversees operations of the Cultura Session Presenters and monitors that their roles are met and maintained.
- Assists Conference Directors in selection Cultura session assignments.
- Assigns a Cultura session leader for each Cultura session group.
- Provides an effective lesson plan template to Cultura presenters and provides training on the lesson plan.
- Assists Cultura session staff in formulating their lesson plans and provides resources for lessons.
- Consistently checks in with Cultura session group and group leaders.
- Requires and collects Cultura lesson plans for each Cultura session day (3 days) from each Cultura session leader at least 1 week before camp.
- Provides productive and corrective feedback on lesson plans and approves lesson plans.
- Insures each Cultura session group is working as a team.
- Communicates Cultura presentation times and dates to session leaders.
- Monitors Cultura expression presentation time allotment.
- Collaborates with Logistics and Media coordinators for any media requirements necessary for each Cultura session and expression.
- Collaborates with GA advisors to insure Cultura groups have all necessary materials for Cultura lessons and expressions.
- Enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model to staff and delegates.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### GUEST/PUBLIC RELATIONS

- Receives all guests who attend the IEFLP conference.
- Accounts for all guests logging their names, dates of attendance, meals attended, rooms/bed required, date and time of arrival/departure, role/purpose for attendance.
- Coordinates with Executive Director about guests at the conference.
- Coordinates with Idyllwild Pines Camp staff about guests on campus at all times.
- Looks out for intruders on campus and any guest who are not accounted for.
- Provides IEFLP guests with a guest badge and provides a tour of the grounds.

### SAFETY COORDINATOR

- Assists the Staff Selection Committee in selecting Security Patrol
- Oversees operations of the Security and monitors that their roles are met and maintained.
- Collaborates with the Medical Staff, Conference Directors and Associate Directors throughout the conference
- Assigns and logs walkie-talkies and Idyllwild Pines Camp keys.
- Logs switches for delegates room changes.
- Collaborates with Conference Directors to know which rooms need to be locked and unlocked throughout the week.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### SAFETY PATROL

- Locks and unlocks rooms for familia and cultural sessions.
- Communicates concerns to the Safety Coordinator.
- Monitors staff and delegates at night.
- Enforces curfew.
- Assists with seating delegates and chair set up.
- Ensures safety of delegates and staff while swimming in the Idyllwild Pines Camp pool.
- Explains and enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serve as role models to delegates.

### VIDEOGRAPHER/PHOTOGRAPHER

- Records and documents via photographs and video throughout the week of all events from the staff trainings to the parent presentations.
- Assists with group and sponsor photos.
- Creates a slide show / video to be presented during the parent presentations and the unity rally.
- Communicates concerns with Logistics Coordinator.
- Supports cultural sessions with photos / videos of the week as requested.
- Enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serves as a role model.

### MUSIC COORDINATOR

- Coordinates all music and video throughout the conference.
- Plays music at all Cultural Expressions.
- Provides music as necessary.
- Works closely with the Workshop Coordinator and the Conference Directors to organize the application of music and video during Workshops, Cultural Expressions, and special events during the conference.
- Acts as a role model to staff and delegates.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### REGISTRATION COORDINATOR

- The registration coordinator is responsible for the delegate registration process on the first day of the program, historically at the CSUSB campus.
- She/he assures a welcoming and smooth registration of program delegates by coordinating with administrative staff to achieve all of the following:
  - Delegate lists are ready for registration
  - Equipment such as chairs and tables is reserved and delivered
  - Sign-in supplies such as pencils, tape, schedule and parent handouts, etc. are assembled and delivered.
  - Prepares signage for all stations (Check-in, Medical, Parent Orientation, Familias, etc.).
  - Assembles volunteer staff.
  - Sets up registration area.
  - Welcomes and explains registration process to parents and delegates.
  - Sends thank you notes to all volunteer staff.

### REGISTRATION VOLUNTEER

- Operates under instruction to assist delegates and parents in the registration process.
- Enforces rules and guidelines of IEFLP.
- Serves as a role model



# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### MEDICAL STAFF

- Takes care of medical issues with delegates and staff.
- Reviews medical forms prior to registration
- Organizes, maintains and dispenses medication for staff and delegates as needed.
- Available for medical situations during late night and morning hours.
- Collaborates with the Safety Coordinator to ensure safety of all delegates and staff
- Keeps medical release and emergency forms in a secure location throughout the week.
- Communicates concerns to the Associate Director and/or Safety Coordinator as needed.
- Enforces rules and guidelines of IEFLP and Idyllwild Pines Camp.
- Serve as role models for delegates.

### MEDICAL DOCUMENTATION COORDINATOR

#### 1. Recruit Medical doctor and Head Nurse

We usually begin search by contacting last year's doctor and head nurse. After that, we rely on other doctors we know. Dr. Tom is always very helpful in this.

#### 2. In partnership with Head Nurse;

- a. Get Standing Orders from Medical Doctor
- b. Make hard copies for all camp nurses.

#### 3. Provide Medical Doctor with all

- a. Contact information for self, head nurse, Executive Conference Director, Dr. Tom
- b. Conference dates, camp address, phone number, conference participants, and any information requested.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### MEDICAL DOCUMENTATION COORDINATOR (CONTINUED)

4. With Head Nurse, recruit and select nurses to provide service during the week of the summer conference.  
Have Head Nurse assure that all nurses providing service at the conference:
  - a. Submit a senior staff application in hard copy or on line.
  - b. Provide copies of their nursing license and liability insurance coverage
  - c. Will take own medical instruments/equipment/supplies to campAssure Head Nurse confirms that license and liability insurance are valid and current.
5. With Head Nurse, recruit nurses to provide service at Medical Check-in on Registration Sunday.
6. With Head Nurse, create list of all camp and registration day nurses and their contact information. Provide hard copies of list to Head Nurse, Conference Safety Coordinator, Data Manager. Provide all names to T-Shirt Coordinator no later than 4-weeks prior to the conference.
7. Deliver hard copy of all staff, delegate, and nurse medical history, release, and immunization record showing date of tetanus shot to Head Nurse. These must be taken from applications. Head Nurse and her/his team are to review medical histories and immunization records to identify applicants
  - a. Who may be invited to participate in conference without any additional documentation;
  - b. Who may be invited conditionally pending receipt of additional documentation before deadline agreed upon by Head Nurse, the Program Director and Data Manager.
  - c. Who would not safely flourish or who could not safely fully participate in conference activities and therefore should not be invited.
8. Communicate results of above decisions to Conference Executive Director, Data Manager, and Dr. Tom (This should be complete prior to delegate acceptance notifications being sent out).
9. At last staff training session, have Head Nurse and Medical Team provide a brief overview of medical care and precautions needed at camp.

# STAFF POSITION DESCRIPTIONS

## SUPPORT STAFF (CONTINUED)

### MEDICAL DOCUMENTATION COORDINATOR (CONTINUED)

10. Have Head Nurse and Medical Team meet during staff training to review nurses' medical procedures to be followed at camp.
11. Assure Head Nurse acquires all needed supplies and equipment  
Purchase of supplies and equipment will be reimbursed by submitting receipts to IEFLP accountant Elizabeth Segura-Vargas.
12. Provide Head Nurse with
  - a. Hard copies of Intake Form, Progress Notes, MAR, and First Aid Record
  - b. Bed sheet set and blankets for 2 twin beds, 3 pillows, 4 complete sets of towels and 10 washcloths. (These will be stored in CSUSB cage during the year)
13. Provide Head Nurse with all delegate contact information, small picture, and familia number and leaders. Provide her/him with contact information and small picture for staff and nurses.  
Get this from Data Manager.
14. During conference, assist Medical Staff as needed.
15. At the end of conference, assure that Head Nurse sends Medical Doctor any records he/she has requested.
16. Collect all medical files from Head Nurse and store in CSUSB cage.
17. Launder all towels and bedding, place in labeled container, and store them in CSUSB cage.  
Board Member Felix Zuniga and Dr. Tom have keys to cage.
18. Assure that all nurses and doctors are sent letters of appreciation by Dr. Tom or Conference Executive Director, or other individual assigned to complete this task.

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