

TECS Summer Camps

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Job Title: Activity Coordinator

Responsible to: Camp Director and Assistant Director.

Responsible for: all monitors and teachers.



Activity Coordinator: Job Purpose

1. To ensure the age group activity programme is run to the highest quality in all areas.
2. To manage on all levels the monitors and teachers in the assigned age group.
3. To work alongside other management staff in ensuring the success of all parts of daily life on camp.

Job Outline/ Job Tasks

PROGRAMME

1. Reading the camp manuals, <http://www.tecs.es/employment/>, and familiarising yourself with all areas of the camp before your arrival.
2. Revise and update camp programme timetables as required.
3. Be responsible for training the monitors and teachers in all areas related to the camp activity programme.
4. Be responsible for the morning routine from wake-up to after breakfast.
5. Be responsible for overseeing the general sports sessions and running the big colour war sports competitions.
6. Be responsible for overseeing the arts and crafts/ project sessions as assigned.
7. Be responsible for ensuring the proper usage of Arts and Crafts materials and sports equipment at all times and ensuring that monitors and teachers always have all the materials they need for activities.
8. Work with the Specialist Coordinator in controlling the quality of the arts and crafts programme and the extra activities done on and off site.
9. Be responsible for overseeing showering and chill out/sand pit time as assigned.
10. Be responsible for organising and running the evening entertainments.
11. Be responsible for the putting to bed routine and on every third night the camp night watch.
12. Be responsible for leading the age group on one of the weekend excursions.
13. Run the arrival's and departure's programmes for the assigned age group.
14. In smaller camps carryout certain responsibilities of the Specialist Coordinator.

MANAGEMENT

1. Meet daily with monitors and, as required, with teachers and inform them of all matters related to the camp or any other pertinent issues.
2. Meet daily with other coordinators (TEFL and Welfare).
3. Meet daily with Camp Director and pass on any relevant information and request needed programme information.
4. Monitor in all areas staff performance and give regular feedback to staff on their performance, both positive and critical, as relevant. At all times keep Camp Director informed on staff performance and problems.
5. Be a constant presence during all camp activities to ensure staff are where they are supposed to be and performing their duties to the required level at all times, also be present to offer support as and when needed.
6. At all times be responsible for up holding camp rules and regulations for staff conduct.

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OTHER GENERAL DUTIES

1. Assist in the preparation of the camp site on the weekend before the staff arrival.
2. Monitor the welfare of the children in the age group at all times and discuss regularly with age group welfare monitor about the action taken to deal with problems of the children.
3. Carry out all tasks asked of you by the Directors, professionally and thoroughly.
4. Manage staff in the carrying out of set up/tidy up tasks:
 - a. For Start of Camp during training week.
 - b. Before Departures and Arrivals.
 - c. At end of camp as part of tidy up.

Returnee Coordinators (Do all the above responsibilities but in addition)

- Are expected to be positive role models to all new coordinators.
- Are expected to support and provide assistance to new coordinators whenever needed.
- In case of illness, may be needed to cover for more senior staff.

Head Coordinators (do all above plus returnee responsibilities)

- Will take part in management training week, one will also come out a week earlier and be paid an extra bonus for preparing everything for management training week.
- Will lead combined evening entertainments like Casino Night and Awards Ceremony and will be the overall in charge coordinator during any event or activity when the age groups are combined.
- Will run the daily coordinator meeting.
- Is expected to provide constant support and assistance to both new and returnee coordinators as they deem is needed as is assigned by the Camp Director.
- In case of need may be assigned by Central Office to cover for Camp Director.

Job Review and Performance Management

Regular feedback will be provided from the Camp Site Director about job performance and objectives. Also the Camp Site Director and/or Assistant Director will be available at any time to discuss concerns or problems that may occur.

BENEFITS OF WORKING ON A TECS SUMMER CAMP

- ★ Ambience of summer camp environment- team work and spirit!
- ★ Fulfilment of working with kids and of managing people in that environment.
- ★ Professional and personal development
- ★ Friends from around the world.
- ★ Sun and fun!

TECS PROVIDES:

- ★ Staff uniform- enough so you won't have to rewash them yourself!
- ★ Staff events- weekend trips, sport and game competitions during camp.
- ★ Management Bonding Meal at before camp starts and reward meal at end of summer.
- ★ Staff final meal – these are big things and for many staff the highlight of the summer so **DON'T LEAVE CAMP UNTIL THE DAY AFTER WORK FINISHES.**
- ★ Knowledgeable year round central office management. The top management were ALL once staff members and mid-management themselves at one point.
- ★ Supportive management structure.
- ★ Guiding hand on the rewarding path to professional development and personal development.

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PERSONAL SPECIFICATION

EXPERIENCE

1. Summer camp experience and preferably in a management position.
2. Relevant experience of man-management in past employment.
3. Experience of organising activities for large groups of children and preferred experience of working with foreign language children.
4. Experience of working in a fast moving environment where stress levels can at times be very high.

QUALIFICATIONS

1. University degree or relevant qualifications in child care preferred. Applicants with TEFL or sporting qualifications will be looked upon favourably.

KNOWLEDGE/SKILLS

1. Competent knowledge of Microsoft Office package.
2. First class interpersonal skills, with ability to man-manage in a motivational and fair way which encourages staff to maintain high levels of performance.
3. Very high level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to manage continually conflicting priorities in a high pressured environment.
5. High energy levels and a young but responsible and mature outlook on life and work.
6. Knowledge of Spanish and the customs and culture of Spain preferred but not essential (although please note the language of communication with the campers at all time is English).

OVERVIEW

Perspective candidates should either be current working TEFL teachers with leadership qualities and a desire to enter management work, or recently graduated university students who have had experience of working in positions of responsibility in camp environments and have a desire to take this further. Candidates should be young, or young at heart, and be full of imagination and energy in order to meet the extraordinary demands of camp work. Candidates should be ambitious and those who can display an interest in working in this line of work as a career will be looked upon favourable.

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STATEMENT OF WRITTEN PARTICULARS

(Contracted Activity Coordinators **may** be asked to attend a training weekend in May. All expenses will be covered by TECS. If they will miss parts of management training week, they **may** also be required to attend a training day on the Friday before the training planning weekend).

- **Pre Camp Training Weekends:** Training Planning Weekend: 8/9th May.
- **Commencement of Work:**
 - Arrive on Sunday the 20th of June 2010.
 - Management Training: 21st -27th of June (run by TECS Central Office).
 - Staff Training Week: 28th July to 3rd July (run by Camp Management)
 - Camp Work Start Date: 4th July (camper's arrival).¹

(TECS may be able to be flexible with the commencement of work date and candidates who have contracts which end later in June should not be put off applying, however they should mention on their application their earliest possible start date).

- **Finish of Work: (all at end of stated day)**
 - **All Camps (except Family Camp)**
 - 31st of July 2010
 - **FAMILY (Puerto)**
 - 28th of August 2010

- **Location of Central Office:**
(arrival for training weeks at this venue)
 - TECS Summer Camp (El Centro Inglés)
 - Crta. De Fuentebravia, Km 1 Apdo.
 - Correos 85
 - 11500 EL PUERTO DE SANTA MARÍA
 - Cadiz (Province)
 - Tel: 956 853 000
 - Fax: 956 860 553
 - Email: tecscamp@tecs.es
 - Web: www.tecs.es

- **Position:** Activity Coordinator

- **Wage: (for stated contract length as above and all are NET figures).**
 - Staff Training Week²: **200€**
 - All camp (except Family Camp): **1050€**
 - TOTAL with training week included: **1250€**
 - FAMILY (Puerto) (2): **2100€**
 - TOTAL with training week included: **2300€**
 - Returnee Coordinators³ receive a **50€**bonus for 1 month's work and a **100€**for 2 month's work.
 - Head Coordinators⁴ received a **100€**bonus for 1 month and a **200€**bonus for 2 month's work.
 - Head Coordinator with management training week responsibilities: extra **200€**⁵

- **Other Conditions**
 - Accommodation throughout contract length.
 - All meals throughout dates, 28th June – 31ST July/28th August, and most but not all during other dates.
 - All as stated above in "benefits of the job".

¹ As this is start of camp, this is the start date which will appear on Spanish contracts.

² All management staff receive 200€ for running staff training week and to cover for the 2-3 meals during management training week or after their contract, with Directors, which are not provided by TECS because the camp kitchen is not fully operational during management training week and after the departure of the campers. This amount can be received either after staff training week or at the end of the contracts unless otherwise asked requested.

³ This is only for returnee staff who have worked in a coordinator position before and is dependent on doing the job better than the previous year. It is not a guaranteed bonus.

⁴ There is only a Head Coordinators in Family Camp and always it is a returnee coordinator selected by the Director of Language Camps. The bonus is ONLY for doing responsibilities well as judged by Camp Director and it is not guaranteed.

⁵ This will involve coming a week earlier than other coordinators, start of work: 14th June, and will involve getting everything ready for the management training week. Often this position is filled by all year round TECS staff. This bonus is only given to non-year round TECS staff as year round ones receive payment for this week already.

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HOURS OF WORK:

The hours of work for a Coordinator are not set and are instead dictated by daily events. All candidates should be prepared to have an open work schedule and be prepared to work long hours, particularly in the initial stages of camp, to get jobs/tasks finished. The Coordinator will have one day off each week at the weekend (in training weeks time off will be spread over several days, for example half a day of on one day and half on another - this time off is SET by the training programme and this factor must be understood by all potential applicants) and usually on good days (i.e. ones with few problems) be able to take around a 2-3 hour break in the morning. Each week Activity Coordinators also have a morning off which combines with a night when they are not on night watch in order to allow them to have a needed lay in to recharge their batteries. Activity Coordinators will be the night watch responsible every second or third evening and be required to be on site all night on those days. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays.

PRE-INTERVIEW READING FOR AN ACTIVITY COORDINATOR

Any candidate that is asked to do an interview for any TECS position will be asked to do some pre-interview reading. The reason for this is to allow the candidate to be as fully informed about the position as possible allowing them to display this knowledge gained about the position during the interview and also, perhaps more importantly for the candidate, allow them to check the position is really right for them (not all of us suit summer camp work!).

All manuals can be accessed at www.tecs.es/employment in the log in box in the right hand corner. If you were invited to do an interview, you would receive the log in and password in the interview email.

An Activity Coordinator candidate is required to read the following prior to an interview:

- Coordinator Manual (read in detail chapters 1-3 and Activity Coordinator part of chapter 5 and review 4 and rest of 5)
- General Manual (review all and read chapter 4 in detail)

READING IN EVENT OF A CONTRACT OFFER

Any person contracted as an Activity Coordinator is required to read all the following manuals before coming to camp:

- Coordinator Manual (all in detail)
- General Manual (all in detail)
- Evening Entertainment Manual (general notes in detail and review individual event write ups)
- Arts and Crafts (general notes in detail and review individual A+C activities write ups)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)
- Project Manual (only needed for Seniors and Freshmen coordinator: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion write ups)