

TECS Summer Camps

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Job Title: Assistant Coordinator.

Responsible to: mainly to Activity Coordinator but also to Welfare and TEFL Coordinator.

Responsible for: all monitors and teachers and leader of campers.



Assistant Coordinator: Job Purpose

1. To assist the coordinators in ensuring that the age group programme is run to the highest quality in all areas.
2. To assist with the management of the monitors and teachers in all areas of the assigned age group programme.
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 programme before your arrival on camp.
2. Be responsible for assisting the coordinators and welfare in training the monitors and teachers in all areas related to the camp programme (except TEFL).
3. As required oversee the morning routine from wake-up to after breakfast, will be at least once a week and any other time of need.
4. With the activity coordinator, oversee the general sports sessions and run the big colour war sports competitions as needed.
5. Be responsible for ensuring the proper usage of all Arts and Crafts materials and sports equipment at all times and ensure that monitors and teachers always have all the materials they need for activities.
6. Be responsible for overseeing showering, phone calling and chill out times as assigned.
7. Assist the activity coordinator in organising and running the evening entertainments.
8. Assist in the running of the arrival's and departure's programmes for the assigned age group.
9. Be responsible for running competitions during sports sessions and evening entertainments as assigned.

MANAGEMENT

1. Attend the daily age group meetings and assist coordinator with the running or preparation of these meetings as required. Ast. Coords will run these meetings at least once a week.
2. Meet daily with age group coordinator and pass on any relevant information and request information as required.

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3. At all times keep the Coordinators and Welfare informed on staff performance and problems as you are aware of them.
4. At all times be responsible for up holding camp rules and regulations for staff conduct.

MONITOR RESPONSIBILITIES

Any candidate for this position accepts they will also be responsible for carrying out all responsibilities outlined in the Camp Monitor's job profile.

OTHER GENERAL DUTIES

1. Assist in the preparation of the camp site on the weekend before the staff arrival.
2. Assist monitor with the welfare/discipline of the children in the age group at all times and discuss regularly with age group welfare and other coordinators about the action taken or needed to be taken to deal with problems of the children.
3. Carry out all tasks asked of you by the Coordinators, professionally and thoroughly.
4. As assigned, run the age group programme on one of the weekend excursions.
5. Assist with the set up/tidy up tasks:
6. For Start of Camp during training week.
7. Before Departures and Arrivals.
8. At end of camp as part of tidy up.

Job Review and Performance Management

Regular feedback will be provided from the Coordinators about job performance and objectives. Also the Activity Coordinator and/or TEFL Coordinator will be available at any time to discuss concerns or problems that may occur, or to offer support in situations when help is deemed necessary.

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.
2. Relevant experience of man-management in past employment would be looked upon favourably
3. Experience of organising activities for 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. Applicants with TEFL or sporting qualifications will be looked upon favourably.

KNOWLEDGE/SKILLS

1. Interpersonal skills, with ability to man-manage in a motivational and fair way which encourages staff to maintain high levels of performance.
2. High level of oral and written skills including persuasion, negotiation and advocacy.
3. The ability to manage continually conflicting priorities in a high pressured environment.
4. High energy levels and a young but responsible and mature outlook on life and work.
5. Knowledge of Spanish and the customs and culture of Spain preferred but not essential.

OVERVIEW

Perspective candidates must have a love for the camp environment and have a desire to enter management work. They should have had experience of working in positions of responsibility in past employment. 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

GENERAL

- **Commencement of Work:**

- Arrive on Friday the 25th of June 2010.
- Training: 26th to 27th of June (run by TECS Central Office).
- Staff Training Week: 28th June 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. There will be an end of camp dinner and party for Sport Camp, Little Village and Adventure Camp on the night of the 31st July and in Family Camp on the 28th August. Staff are permitted to sleep on site on the 31st in Sport Camp, Little Village and Adventure Camp but must leave before 12noon on the 1st. In Family Camp staff are permitted to stay on site on the 28th and 29th but must leave on the 30th before 12 noon.)

- **Finish of Work: (all at end of stated day)**

- **SPORT (Sotogrande) /LITTLE VILLAGE (Grazalema)/ADVENTURE (El Chorro)**
 - 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:**

Assistant Coordinator

- **Wage: (for stated contract length as above and all are NET figures).**

- SPORT (Sotogrande) /LITTLE VILLAGE (Grazalema)/
ADVENTURE (El Chorro)(1):

700€

- FAMILY (Puerto) (2):

1400€

- **Other Conditions**

- Accommodation throughout contract length.
- All meals throughout dates, 25th 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.

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HOURS OF WORK:

The hours of work for an Assistant 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. Assistant Coordinators should also note that they do not have the same time off as normal monitors, but instead have a schedule, like all other management staff, which is dictated by daily events.

The Assistant Coordinators will have one day off each week at the weekend. Daily time off, will be dictated by the individual day as stated, but will usually be for between 3 and 4 hours in the morning. Assistant Coordinators, because they have leader duties, will have one week evening (from end of evening entertainment) and the morning after off. 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 ASSISTANT 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 Assistant Coordinator candidate is required to read the following prior to an interview:

- General Manual (review all and read chapter 4 in detail)
- Coordinator Manual (review all)

READING IN EVENT OF A CONTRACT OFFER

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

- General Manual (all in detail)
- Coordinator Manual (read in details chapters 1-3 and Activity Coordinator part of chapter 5 and review 4 and rest of 5)
- 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 ast. coordinator: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion write ups)