

## TECS Summer Camps

Job Title: Camp Secretary

Responsible to: Ast. Director of Language Camps  
and Director of Language Camps.

Responsible for: no staff directly but at times  
coordination may be required of Camp Staff, especially  
at the beginning and end of camps.



### **Camp Secretary: Job Purpose**

1. To carryout all required admin tasks in preparation for the start of camp (February - June).
2. To produce, update and control the production of all camp lists.
3. Ensure the admin side of the set up and tidy up of camp is done to the highest possible level.
4. To assist the Director of TECS Language Camps with any administration linked to preparation of camp and then during the summer the running of camp.

### **Job Outline/ Job Tasks**

#### **Responsibilities before start of camp (end of February-June)**

1. To do any administration task as set by the Director of Language Camps to assist with preparation of camp.
2. To carry out the administrative side of camp recruitment: inputting all staff data into the camp database, sending contracts and filing applications and received contracts.
3. To communicate as required with staff before their arrival on camp, including coordinating the staff arrival day and administration connected to this.
4. To assist in the training of the Camp Staff as needed before the start of camp.
  - a. This will include attending certain training weekends in May and June.
5. To coordinate the arrival of camp materials from suppliers, doing stock takes and coordinating packing of supplies into correct storage areas and to undertake any administrative tasks connected to this task.
6. To do all listings for all camps in July (as outlined in “production of camp lists”, below).

#### **Responsibilities During Camps (June/July to start of September)**

1. Assist with the admin overload from any TECS’ camp, as assigned by Director of Language Camps.
2. Assist with TECS Secretaries work overload, as assigned by Director of Language Camps.
3. Assist Director of Language Camps with the admin connected to quality control check ups of TECS’ camps as assigned.

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4. Be in charge of controlling the expenses of all TECS Camps
  - a. Checking all expenses from Camp Drivers and Directors are accounted for with receipts.
  - b. Doing the accounts at the end of the month and reporting to the Director of Language Camps.
5. Production of Camp lists.
  - a. Allocate children to age groups and bedrooms before the start of each camp.
  - b. Allocate children to arts and crafts groups and colour teams.
  - c. Ensure all non-multiactivity lists are produced weekly and that numbers are passed on to relevant people responsible for these activities.
  - d. Update all information on the database daily and print out new lists and give to Camp Site Director.
  - e. Allocate staff to leader groups and sleeping places after consulting Camp Site Director.
6. Work on improvements on assigned Camp Manuals for the following camp year as set by Director of Language Camps
7. Organise, oversee and carry out the set up and tidy up of the camp facilities for all TECS camps, which will include, among many tasks, assigning tasks to camp staff, stock counting and making inventories.
8. Cover for sick staff in other positions as required.
9. Represent the camp in a positive manner at all times and be responsible for informing the Director of Language Camps of any issues that you may be aware of.
10. On Arrivals and Departures, assist with admin “check ins/outs” and other assigned tasks.
11. Carry out administration tasks for the weekend excursions.
12. Carry out the admin connected to payments and staff advances.
13. Participate in the admin side of arranging transfers for campers for the arrival and departure from camp.
  - a. Assigning students to transfers on the database.
  - b. Passing on this information to relevant manager to pass on the drivers.
14. Meet daily with Director of Language Camps to inform them about job progress and ask for assistance as needed.
15. Carry out any assigned office task as set by Director of Language Camps.

### **Job Review and Performance Management**

Regular feedback will be provided from the Director of Language Camps about job performance and objectives. Also the Director of Language Camps and will be available at all times to discuss concerns or problems that may occur.

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### **PERSONAL SPECIFICATION**

#### **EXPERIENCE**

1. Preferred experience of secretary like work but not required if candidate has a good knowledge of computers and modern computer programmes.
2. Experience of working alone and being responsible for completing important tasks with limited support or supervision.
3. Experience of working in a fast moving environment where stress levels can at times be very high.

#### **QUALIFICATIONS**

1. A Level or Higher qualifications or another nation's equivalent. Applicants with relevant admin qualifications will be looked upon favourably.
2. Applicants with a valid in date European Driving Licence preferred.
3. Any qualifications in Spanish looked upon favourably.

#### **KNOWLEDGE/SKILLS**

1. Knowledge of Microsoft Office package and preferred experience of using Databases.
2. Good interpersonal skills, with ability to communicate effectively with fellow employees.
3. High level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to cope with 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. Intermediate level of Spanish in all skill areas and good knowledge of the customs and culture of Spanish people.

#### **OVERVIEW**

This position is perfect for candidates wishing to live in Spain and enhance their Spanish level in an economical way. All perspective candidates should be young (or young at heart), with a desire to utilise and develop organisational skills in a fast moving, dynamic environment. All candidates must also be prepared for the rigors of camp life during the summer months that means that this job is anything but 9-5 living. From the end of June – start of September, they must be prepared to sleep on the camp site and be full of energy in order to meet the extraordinary demands of camp work. Candidates should be ambitious and have a keen interest in improving their Spanish within a Spanish office and summer camp environment.

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### STATEMENT OF WRITTEN PARTICULARS

#### GENERAL

- Commencement of Work: Arrive: 31<sup>st</sup> of January 2010  
Start work: 1<sup>st</sup> of February 2010  
1<sup>st</sup> of June 2010 (camp responsibilities)
- Finish of Work: 3<sup>rd</sup> of September 2010 (at end of day).
- Central Office: TECS Summer Camp (El Centro Inglés)  
Ctra. 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](mailto:tecscamp@tecs.es)  
Commercial Web: [www.tecs.es](http://www.tecs.es)  
Employment Web (profiles and manuals): [www.tecs.es/employment](http://www.tecs.es/employment)
- Position: Camp Secretary
- Wage: **February – May**: no set wage but accommodation, Spanish classes (3 hours per week) and lunch, all weekdays, are all provided.  
**June - Finish of contract: 2000€** with accommodation provided to end of contract and all meals until 23<sup>rd</sup> August.  
**There is opportunity of a 200€** bonus if the tidy up of camp is done very well and job performance in general has been to a high level.

#### HOURS OF WORK:

**End of February – May**, the Camp Secretary will be required to work up to 9 hours daily during the weekdays (a typical Spanish workday) with the time for the Spanish classes included as working time. The hours of work will be flexible and set through communication with the Director of Language Camps. The Camp Secretary will have the same national holidays, during Feb – May, as TEFL teachers have within the TECS academy. If the Camp Secretary does a good job Feb-May, they will also be given a bonus week off at some point at the start of June (time exactly will be arranged with Director of Language Camps). Getting this extra week off purely depends on the Secretary doing a suitably good job up to that point and it is designed to act as breather before the challenges the Camp Sec will face once summer camp work starts.

In most of **June**, the Camp Secretary will be required to work long hours, participating with other office staff in the preparation of the camp for the arrival of the staff and the start of camp. All candidates must therefore recognise that this job, **June – end of August**, will be demanding, as ALL camp work is, and accept that it will be anything but 9-5 living, with long hours needing to be put in by all camp staff. Candidates should also note that normally mid June to start of July is the toughest period for the Camp Secretary and that things from mid July to the end of camp quieten down a little but that work days are still very much SUMMER CAMP length working days (as all summer camp positions). **The period June to the start of September is seen as summer camp work and not as a placement which is why this is a paid position during these dates.**

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**During camp: July to end of August**, the Camp Secretary will normally start around 10.00 and have two hours off at lunch and be off from around 22.00. However any applicant would have to be prepared to accept that camp life is always unpredictable and because of this there would be days when longer hours would be needed to be put it to finish vital tasks (usually when possible the Camp Secretary will start later the next day to compensate for this). Flexibility of working hours would be possibly for the Camp Secretary but any changes to work hours must first be agreed with the Director of Language Camps and always the Secretary would have to understand that fulfilling work objectives must be first priority.

On departure and arrival weekends, the Camp Secretary would be required to assist with preparing the camp sites and getting all admin duties finished which will mean they will have less than a whole day off, however when there are no arrivals or departures the Camp Secretary would have the whole weekend off, starting Friday evening and finishing Monday morning.

### **PRE-INTERVIEW READING FOR A CAMP SECRETARY**

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](http://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.

A Camp Secretary candidate is required to read the following prior to an interview:

- General Manual (review briefly to get a general idea of camp life)
- Admin Manual (review briefly all to get an idea of database responsibilities)
- Recruitment Manual (read Chapter 1: part “Interview Procedure” and Chapter 3: “Recruitment Queries”)

### **READING IN EVENT OF A CONTRACT OFFER**

Any person contracted as a Camp Secretary is required to read all the following manuals before coming to camp:

- General Manual (review all)
- Admin Manual (review in more detail)
- Recruitment Manual (read all)

**Note:** All candidates should be aware that all manuals will be last year’s editions until May or June of the camp year when the ones for that summer will be uploaded to the web page, therefore any applicant contracted before May should be aware there will be small changes to the listed manuals and outlined responsibilities and procedures in the later additions of each manual.