

## TECS Summer Camps

### Tecs Summer Camps

Job Title: Camp Site Director

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

Responsible for: Mainly for mid management staff:  
Activity Coordinators and TEFL coordinators but also at  
all times all camp staff.



### **Camp Site Director: Job Purpose**

1. To oversee and ensure the highest quality of all areas of camp run by mid management: Activity and TEFL programme in coordination with Ast. Director Welfare and Parental Communication.
2. To manage the staff on all levels of camp life.
3. To ensure the running of all areas of the camp site facilities and services, including maintenance, kitchen, cleaning and laundry (done in coordination with Ast. Director).

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

#### TEFL PRORGAMME

1. Oversee and support the TEFL coordinators in all areas of their work (refer to TEFL coordinator profile) at all times. Holding daily meetings to discuss issues.
2. Alongside TEFL coordinators, monitor teacher performance, carrying out general observations daily.
3. Hold general teacher meetings each Friday and attend age groups meetings as required.
4. Be a supportive base for teachers at all times.
5. With TEFL Coordinators, manage the teachers in all parts of their work during teaching time: classes and lunch.
6. Supervise TEFL Coordinators in the carrying out of their extra tasks: magazine editing, management of TEFL office, A+C and Project supervision and the production of the staff bulletins.
7. In case of staff illness or absence cover as a TEFL teacher.
8. As needed observe the TEFL Coordinators in the teaching of their classes.
9. In smaller camps, Directors may also fulfil the role of TEFL Coordinator.

#### ACTIVITY PROGRAMME

1. Oversee and support the Activity and TEFL Coordinators in all areas of the activity programme (refer to Coordinator's profile). Holding daily meetings to discuss issues.
2. Alongside coordinators, supervise monitors' work performance.
3. Hold the general monitor meeting each second Friday and attend age group meetings as required.
4. Be a supportive base for monitors at all times.

#### WELFARE and PARENTAL COMMUNICATION

1. Oversee and support the Assistant Director in all parental communication.

## TECS Summer Camps

2. With the Assistant Director, support the Welfare Coordinators in all areas of their work.
3. As needed along with the Ast Director, after the Welfare Coordinators, be the next layer of welfare support provided to our campers.
4. As needed, phone parents daily about programming or TEFL issues concerning their child.

### CAMP SITE (in coordination with Ast Director)

1. Do daily checks of camp site to check for maintenance and cleaning problems.
2. Communicate daily to maintenance jobs needing done and oversee that they are completed.
3. Do daily checks of camp site, checking that areas have been cleaned and broken things repaired.
4. Communicate daily with cleaning staff on problems and oversee that they are completed.
5. Monitor camp meals and give kitchen daily feedback on success/quality of the food.
6. Meet weekly with kitchen and cleaning/laundry responsables as required.
7. Monitor the daily taking of staff and camper laundry and deal with situations of loss and damage to clothing as a consequence of the laundry.
8. Be responsible for controlling the camp money, ensuring that the money is appropriately spent and that a record is kept of all expenses and of all receipts. Consult all large expenses with the Director of TECS Camps before authorising.
9. In coordination with maintenance, oversee the final tidy up duties of camp and oversee the close down of the camp site. (This will involve working three days longer than other camp staff.)

### TRAINING WEEKS AND PREPARATION OF CAMP

1. Take part in meetings held before the start of camp.
2. Contribute to the planning of both the mid management's training weekend and monitor/teacher training weeks.
3. Run allocated parts of the staff or mid-management training weeks.
4. Familiarise yourself thoroughly with all parts of the job before the start of staff training.

### OTHER GENERAL DIRECTOR DUTIES

1. At weekends, lead one of the excursions: being responsible for running the excursion, managing all staff and ensuring the safety of the children at all times.
2. Oversee all areas of Arrivals and Departures.
3. At ALL times be responsible for ensuring that ALL staff carry out their duties to the required standard.
4. Meet as required with Director of TECS Camps to give updates and discuss any pertinent issues.
5. Be the overall on site responsible on every second night.
6. Hold fortnightly management and staff meetings prior to start of Arrivals Day.
7. Reading the camp manuals, <http://www.tecs.es/employment/>, and familiarising yourself with all areas of the camp before your arrival.
8. Supervise the IT (see job profile) in the carrying out of all camp tasks.

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

Regular feedback will be provided by the Director of TECS Camps about job performance and objectives. Also the Director of TECS Camps and/or the Ast. Director of TECS Language Camps will be available at any time to discuss concerns or problems that may occur.

## TECS Summer Camps

### **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 before camp starts and two or three reward meals at end of summer.
- ★ Management Thank You event on one of the days after camp has ended.
- ★ 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.

## TECS Summer Camps

### **PERSONAL SPECIFICATION**

#### **EXPERIENCE**

1. At least three years of TEFL teaching experience and preferably some experience of work on summer camps or summer schools.
2. Relevant experience of man-management in past employment.
3. Experience of D.O.S. like work preferred but not essential if candidate has relevant teaching knowledge and experience of leadership.
4. Experience of working in fast moving environment where stress levels can at times be very high.

#### **QUALIFICATIONS**

1. Recognised TEFL qualification as minimum and preferred extra qualifications in TEFL or general teaching.

#### **KNOWLEDGE/SKILLS**

1. Competent knowledge of Microsoft Office package and preferred experience of using Databases.
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. A high level of Spanish in all skill areas and good knowledge of the customs and culture of Spanish people.

#### **OVERVIEW**

Perspective candidates should be current working TEFL teachers, preferably in Spain, with leadership qualities and a desire to enter management work. Candidates should be young, or young at heart, and full of imagination and energy in order to meet the extraordinary demands of camp work. Candidates should be ambitious and have a keen interest to step up the ladder of the TEFL and educational world. We prefer candidates who plan to work in the TEFL environment as a permanent career.

## TECS Summer Camps

### **STATEMENT OF WRITTEN PARTICULARS**

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

(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)
    - 4<sup>th</sup> of August 2010<sup>2</sup>
  - FAMILY (Puerto)
    - 1<sup>st</sup> of September 2010<sup>3</sup>

- **Location of Central Office:** TECS Summer Camp (El Centro Inglés)  
(arrival for training weeks at this venue) 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](mailto:tecscamp@tecs.es)  
Web: [www.tecs.es](http://www.tecs.es)

- **Position:** Camp Director

- **Wage: (for stated contract length as above and all are NET figures).**
  - Staff Training Week<sup>4</sup>: 200€
  - FOUR WEEK CAMPS (ALL EXCEPT FAMILY CAMP): 1350€
    - TOTAL with training week included: 1550€
  - FAMILY (Puerto): 2700€
    - TOTAL with training week included: 2900€
  - Director's Work Bonus:<sup>5</sup>
    - FOUR WEEK CAMPS: 300€(Ex), 200€(VG), 100€(G)
    - FAMILY CAMP(2): 500€(Ex), 300€(VG), 150€(G)

- **Other Conditions**

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

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

<sup>2</sup> Directors work a few days longer than all other staff to ensure correct tidy up of camp. There is also a Director farewell thank you meal on night of the last day of work.

<sup>3</sup> Directors work a few days longer than all other staff to ensure correct tidy up of camp. There is also a Director farewell thank you meal on night of the last day of work.

<sup>4</sup> 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 at the end of staff training week or at end the contract if the employee does not specifically ask for it to be paid at the end of training week.

<sup>5</sup> This is a performance based bonus. The bonus given is linked to our reference grading structure. First bonus below is for work being judged as excellent, second for very good and third for good. No bonus is provided for satisfactory or unsatisfactory reference gradings.

## TECS Summer Camps

### HOURS OF WORK:

The hours of work for a Camp Site Director 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 Camp Site Director will have one day off each week at the weekend. Daily time off, will be dictated by the individual day as stated, but when possible will usually be taken during sports sessions and/or in the evenings. The Camp Site Director will be the on site responsible every second 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 A CAMP DIRECTOR**

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 Director candidate is required to read the following prior to an interview:

- Director Manual (read in detail chapter 1&2, review closely chapter 3&4)
- 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 a Camp Director is required to read all the following manuals before coming to camp:

- Director Manual (all in detail)
- Coordinator Manual (all in detail)
- General Manual (all in detail)
- Issues Manual (review)
- Excursion Manual (general notes in detail and review individual Excursion write ups)
- Circular (review)
- Arrival and Departure Manual (all in detail)
- Catering Manual (review)
- Cleaning and Guard Manual (review)