

## TECS Summer Camps

### Tecs Summer Camps

Job Title: Camp Driver and Camp Support

Responsible to: Ast. Director and Camp Site Director.

Responsible for: Site preparation and safety of all children and staff in their vans at all times



### **Camp Driver: Job Purpose**

1. Carry out all transfers professionally and safely.
2. Pick up supplies and carry out tasks in local towns efficiently and effectively.
3. Be on call Driver in case of emergency or special need.
4. Be a support to the camp facilities for preparation of the camp, tidying up the camp and in the daily running of the 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. Meet daily with Ast Director(s) to report on duties carried out and receive new tasks.

#### **BEFORE THE START OF CAMP: Set Up and Preparation of camp site** **(For the preparation of the camp drivers, as it is a very practical post, during the training week Drivers will collect their vans and then be practically getting used to driving the vans and working on the set up and preparation of the camps)**

1. Assist in the preparation of the camp site on the weekend before the staff arrival.
2. Maintenance tasks in taking materials back and forth to the different camps, which entails loading and unloading the vans
3. Assisting the maintenance team with the practical preparation of the camp area (bedrooms, tents, offices, staff areas and the camp areas in general)
4. Familiarise yourself with the camp vans (9 seater) and the location of suppliers and of stations and airports where transfers take place.
5. Pick up staff from local stations and airports on the staff arrivals day. (Very early on arrival)
6. On a rota basis, act as the on duty night guard whilst staff training is taking place. This will involve checking areas, making sure lights are turned off and that equipment has been securely packed away and walking around the facilities checking in general the areas, until the deemed time given.
7. Act as Camp Driver to transport staff for any camp event during this week, as assigned by Directors.

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8. Act as a guard on some nights on a shift basis for the facilities of the camp especially during the staff training week.

### SUPPLIES (Mornings: Monday-Friday)

1. Every morning, go to see the Ast Director, to obtain the list of tasks needing done that morning.
2. Carry out all administration connected to the morning tasks professionally and efficiently:
  - a. Daily ensure that the assignment form is handed back to relevant person and that person is informed on progress of the tasks. Sign the task when it is finished.
  - b. Refer to task priority part of assignment form and do tasks in the order set by form.
  - c. Weekly hand in receipts from suppliers with whom we have an account.
  - d. Keep all receipts from cash expenses and hand them in weekly with expenses sheet.
  - e. Each day return all physical things, extra money or objects etc, related to an unfinished task back to office and the person who set task.
3. Daily go to see TECS Secretary/Ast Director to collect outgoing mail and take this to the post office. Collect and bring back all incoming mail and give it to TECS Secretary/Ast Director.
4. If there are no supplies to be picked up, do any task assigned to you by the Camp Directors during the morning working hours.

### TRANSFERS (Arrivals and Departures and some language travel ones during week)

1. Carry out transfers for camp arrivals and departures and for language travel programmes as assigned, professionally and safely at all times.
2. On drop offs, stay with campers at airports/stations until they are safely checked in, or train/plane leaves.
3. Carry out the administration part of transfers effectively and thoroughly at all times.
  - a. When assigned a transfer, sign on the transfer board that you have understood all parts of the transfer.
  - b. When picking up campers, tick off the names of the students on the transfer form. When arriving back on camp, give the ticked transfer sheet back to the Ast. Director, confirming that all students have arrived safely to the camp or airport/station.
  - c. On arrival on camp, ensure all campers phone home to say they have arrived safely on camp (on really busy days, when a driver has to go off to do another pick up, they may have to ask the Ast Director to oversee this is done for them).

### ACTIVITY PICK UPS and DROP OFFS (15.30-20.30: weekdays)

1. Daily pick up timetable from Assistant Director.
2. Carry out all activity pick ups and drop offs professionally and safely, as assigned
  - a. Ensure the safe loading of campers into the vans.
  - b. Ensure that campers are dropped off/and picked up at/from a safe spot.
  - c. Ensure that all campers are taken to/ and brought back from the activity areas.
  - d. Report any problems with pick ups/ drop offs to Assistant Director.
3. Carry out any other driving or none driving task, as set by Camp Directors during this time.

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### ON CALL DRIVER DUTIES (evenings and nights)

1. When on in the evening, be on call to do any driving task at any point that night until the next morning.
2. Between 20.30-01.00, do any transfer of campers who have an activity off site, i.e. from and to beach barbeques.
3. 22:00-00:00: when there are no driving tasks during this time, the on call driver must go and see the on duty Director to assist with office work and simple maintenance tasks, as assigned.
4. Act as a guard/ night duty on a shift basis of the camp facilities. (depending on the camp)

### GENERAL DUTIES

1. Act as a monitor in case of need.
2. At all times be in charge of closing and locking the camp gates when leaving the camp facilities. Also, at all times be in charge of ensuring that other vehicles that use the gate also lock it when leaving and after entering.
3. **On Excursion weekends**, as there are no transfers, the drivers will assist the Camp Support Staff and Cleaning staff with the making of beds (picking up the used bed linen, taking them to the laundry and then replacing the sheets with new ones and making the beds for when the children get back from the excursion and assisting the cleaning team with basic cleaning. Also on these days, the drivers will be in charge of charging the campers' mobile phones.
4. **On Arrival and Departure weekends**, if there are not many transfers, the drivers will be asked to assist the Camp Support Staff with the making of beds and very basic cleaning. (as above)
5. Camp Drivers are responsible for the correct up keep and cleanliness of their vehicle, and should ensure that campers respect it and keep it tidy at all times. Every weekend, and any other time needed, they must ensure their van is cleaned inside and out.
6. Any time they are not on duty, Camp Drivers must leave their keys in the set place in the Camp Office.
7. Ensure the effective supervision and safety of the campers in your vehicle at all times.
8. Ensure the campers respect all camp facilities and equipment, and at all times be responsible for ensuring the campers uphold the camp rules and regulations.
9. Uphold all areas of the staff code of conduct as outlined in the conditions of contract sheet and be an example to fellow staff of correct work conduct and attitude at all times.
10. Carry out all tasks asked of you by the members of the TECS management team, professionally and thoroughly.
11. Must wear uniform continuously, green TECS polo.
12. Carry out any transfer of staff as assigned by Camp Directors. Never carry out a transfer of staff without checking first with Camp Directors.
13. As required take campers to local hospitals and if no other staff member is with camper, accompany child into hospital, looking after them as needed.
14. Ensure all campers have a great time, all the time!

### AN OVERVIEW BY CAMP

- Family Camp: Supports and Drivers due to the size of the camp and number of campers doing extra activities off site are mainly Drivers and take on a shift

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basis. They continually make trips to the local shops to buy supplies and have a big role in going to the post office and bank.

- Sport Camp: Supports and Drivers in Sports Camp, do a lot of preparation for the start of camp, assist on the set up of camp and prepare for the arrival of staff and then arrival of campers. They are involved too in a lot of driving, due to the type of camp and that lots of campers go off site for their sporting activities. This camp needs a multi tasked person.
- Little Village: Little Village is a Total English based camp, so the Camp Supports must see themselves as English educators for the campers, therefore will not be able to practice as much Spanish as in the other camps, due to the fact that also the camp is in a small town, and not many supplies would need to be bought. This camp needs a multi tasked person.
- Adventure Camp: Adventure Camp supports have a large role with the preparation set up of this camp, they will be out in the country more, so could mean being very prepared for driving longer distances to get to places, using smaller towns for supplies, and not as much driving in the sports time, as campers do not have options of sports of site. This camp needs a multi tasked person.

### CAMP SUPPORT DUTIES

**These duties will vary depending on the camp that you are based at. For any specific queries please check with your interviewee during the interview stage.**

#### Camp Photos

1. Take action campers photos on a regular basis every day
2. Take specific photos of campers for example class or leader group photos
3. Upload the photos onto the website

#### Web

4. Update the website with the colour war scores
5. Making notes for the arrivals of the excursions for the parents on the web

#### Video and Slide Show

6. Produce a camp video by the end of camp as guided by Director of TECS Language Camps.
7. Produce a slide show of camper photos for the last Friday of every camp.
8. Make a slide show of staff photos to be shown at the final meal at the end of camp.

#### Pocket Money Responsibilities

9. Be in charge of the campers pocket money
10. Insert camper's pocket money into camp database at beginning of camp and daily insert out-goings or in-goings into each camper's pocket money account.
11. Daily hand out requested pocket money to campers in each age group during assigned money time.
12. Ensure that the pocket money box has enough change at all times, ordering more change through the Camp Director as needed.
13. Put the remaining pocket money into each camper's blue envelope at the end of each two week camp.
14. Daily check that money in the cash box equals that on the database.
15. At all times when the cash box is taken out of the camp office, be responsible for the security of the money.

#### Awards

16. Print out Awards and Certificates for the campers at the end of each camp
17. Attend specific meetings necessary to gain this information

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### Laundry and Maintenance tasks

18. Carrying out litter pick duties.
19. Assisting with the preparation of tables before meals and the tidy up after.
20. Carrying out simple maintenance tasks as assigned.
21. Carrying out any task asked of you by the Maintenance Responsible or Director(s), professionally and thoroughly.
22. Setting up areas for afternoon or evening activities.
23. Assisting in the preparation of the camp site before and after Arrivals and Departures of campers and staff. This may involve working on both camps and will involve long hours on these weekends.
24. Daily collecting the laundry bags, taking them to the Laundry area and returning them to their respectful places the following day
25. Weekly, collecting and returning campers' and staff's bed sheets for the laundry and then possibly making the campers beds

### General

1. Assisting with administrative duties.
2. When necessary acting as the on duty guard on weekends.
3. Set Up of the classrooms on a daily basis; number of chairs, tables and whiteboard for the class.
4. Checks of campers who have come to their meal times (very specific camps)

### END OF CAMP: Tidy Up and finalisation of camp.

The responsibilities will be similar to the opposite of those above. However, all the camp staff will help on one day with the tidy up so the workload is likely to be less drooling than that of set up but still nonetheless camp driver and support should be prepared for longer work days during tidy up and thus again TECS has a separate pay for this time. Also camp driver and support will work until Monday after camp has finished (Saturday) on the tidy up of camp. Tasks similar as Set Up and also:

1. Dismantling all of camp furniture and materials and storing in their correct storage areas.
2. Organisation of the camp storage areas
3. Inventory list of materials
4. Administrative tasks for finalising everything
5. Taking back from the camps materials to the central office storage
6. Returning the vans
7. Any other tasks asked of you by the camp responsible.

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

Regular feedback will be provided from the Assistant Director about job performance and objectives. Also the Assistant Director and/ or Camp Site Director 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 in that environment.
- ★ Professional and personal development
- ★ Friends from around the world.
- ★ Sun and fun!

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### TECS PROVIDES:

- ★ Staff uniform- enough so you won't have to rewash them yourself!
- ★ Staff events- weekend trips, sport and game competitions during camp.
- ★ 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. Dedication and efficiency displayed in previous employment.
2. Preferred some experience of working in a children's environments.
3. Minimum 3 years driving experience and experience driving large vehicles (vans or estate cars) preferred but not essential if driver is confident and experienced.
4. Preferred experience of driving on the right hand side of the road and driving abroad.
5. 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.
2. Applicant must have a valid European Union car driving license, or have the correct collaborating documents which validate their home country's driving licence to be used in Spain (photocopies of all these things MUST be sent with the application).
3. Applicant should be 21 years old by the start of camp.

#### KNOWLEDGE/SKILLS

1. Ability to work long hours and communicate well with fellow employees.
2. High energy levels and a young but responsible mature and outlook on life and work.
3. Basic knowledge of Spanish and the customs and culture of Spain preferred but not essential.

(Camp Driver applicants some knowledge of Spanish is preferable as Drivers will need to communicate with Spanish speaking people when buying supplies and carrying out transfers)

#### OVERVIEW

Candidates must be enthusiastic, have initiative and a lot of stamina and deemed to have the "camp personality". Candidates for this position should be interested in developing their language skills, as in this post, unlike other one's, Spanish will be required to be spoken. Candidates should also have an interest in doing a variety of tasks in the up-keeping of the camp facilities, as a lot of adaptability, and at times flexibility, will be required. Applicants must also enjoy doing physical work as in this position, doing a lot of: lifting, mounting and moving of objects will be required. This position is ideal for people who wish to work in Spain but are looking for shorter working hours (bar set up and tidy up) than those involved working as a Camp Monitor. It is also ideal for people looking to gain experience working with children without having the twenty four hour responsibility for them that Camp Monitors and Teachers have.

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### **STATEMENT OF WRITTEN PARTICULARS**

#### **GENERAL**

- **Commencement of Work:**

- Arrive on Friday 25<sup>th</sup> June 2010
- Camp Set Up and Preparation: 26<sup>th</sup> June to 3<sup>rd</sup> July
- Camp Work Start Date: 4<sup>th</sup> July (camper's arrival).<sup>1</sup>

**(Driver and Support posts available)** Applicants who are able to come out early to camp

1)

- Arrive on May/June 2010
- Camp Set Up Maintenance, materials and Administrative tasks; assistance with the maintenance team in preparation tasks for camp
- Pay proportional to set wage for camp, per week in €
- If available and interested, please advise TECS office and will inform more about this position.

2)

- Arrive on Saturday the 19<sup>th</sup> of June 2010
- Pick ups and Driving for the Management Training and Camp Set Up Maintenance and Administrative tasks: 20<sup>th</sup> to 25<sup>th</sup>
- PAY 200€

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

- **SPORT (Sotogrande) /LITTLE VILLAGE (Grazalema)/ADVENTURE (El Chorro)**
  - Monday 2<sup>nd</sup> of August 2010
- **FAMILY (Puerto)**
  - Monday 30<sup>th</sup> of August 2010

(Camp finishes on the Saturday 31<sup>st</sup> July and 28<sup>th</sup> August, although Camp Driver and Support's last day of work is until the date stated above due to the fact that those applicants will assist with the Tidy Up of the camp and finalising any maintenance and administrative tasks)

- **Location of Central Office:**

(Arrival for training weeks at this venue)

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)  
Web: [www.tecs.es](http://www.tecs.es)

- **Position:**

Camp Driver and Support

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

- SPORT (Sotogrande) /LITTLE VILLAGE (Grazalema)/  
ADVENTURE (El Chorro)(1):  
800€
- FAMILY (Puerto) (2):  
1600€
- Extra Week for Preparation of camp and Driving for Management week  
200€

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

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**EXTRA CONDITIONS:** Accommodation and food are included in the conditions. Accommodation will be provided throughout the contract length and all meals provided during the duration of camp. TECS believes in professional development although the Camp Drivers mainly assists with the practical set up of the camp, their training is basic to start practically driving straight away for the taking on of all their responsibilities.

### **HOURS OF WORK:**

Camp work is very demanding and all candidates should recognise that this job is anything but 9-5 living, with long hours needing to be put in by all camp staff. The hours of work for Camp Driver and Supports, during the weekdays, will be worked out in a shift pattern, where one driver will do the morning and afternoon shift and the other the afternoon and night shift. The Drivers will swap around shifts every week. The morning shift starts at 10.00 and finishes at 20.30, with about a two hour break for lunch. The night shift involves the activity drops offs, 15.30-20.30, evening pick ups and drop offs, 20.30-01.00, and office help, 22.00-00.00, and being on call from 20.30 until the morning in case of any emergency or special duty. Camp Driver and Supports are off at all other times during the week.

Because of the nature and responsibility of their job the Camp Driver and Supports have much more time off than normal camp staff, however because of this situation, Camp Driver and Supports are expected to be flexible with their hours and, if emergency or special need requires it, be willing to make them self available to drive during some of their time off. All Camp Driver and Support applicants should also note that some arrival and departure transfers require very early starts. The Camp Driver and Supports, like all camp staff, have one day off each week at the weekend. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays

### **PRE-INTERVIEW READING FOR CAMP DRIVERS**

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 Support and Driver candidate is required to read the following prior to an interview:

- Camp Support and Driver's Manual (overview review of all read in detail timetable and duties (chapters - ))
- General Manual (overview review all)

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

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

- Camp Support and Driver's Manual (all in detail)
- General Manual (all in detail)