

## TECS Summer Camps

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Job Title: Camp IT Specialist.

Responsible to: Camp Director and at times Director of TECS Camps

Responsible for: in times of need, groups of around 12 children.



### **IT Specialist: Job Purpose**

1. To update the “TECS Life” part of the TECS’ web site [www.tecs.es](http://www.tecs.es) on a daily basis.
2. To act as the camp banker for the children’s pocket money.
3. To produce camp videos and slide shows.
4. To produce the camp awards and certificates.

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

#### **WEB SITE**

1. Act as the camp photographer and upload photos on a daily basis.
2. Write a short description on camp life on a daily basis and upload to web site.
3. Be the colour war point’s scorer and daily update the colour war score, online and on the physical colour war score board.
4. Insert all new champions and records into the camp web site.
5. Upload all leader and class group photos per camp.

#### **POCKET MONEY RESPONSIBILITIES**

1. 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.
2. Daily hand out requested pocket money to campers in each age group during assigned money time.
3. Ensure that the pocket money box has enough change at all times, ordering more change through the Camp Director as needed.
4. Put the remaining pocket money into each camper’s blue envelope at the end of each two week camp.
5. Daily check that money in the cash box equals that on the database.
6. At all times when the cash box is taken out of the camp office, be responsible for the security of the money.

#### **VIDEO and SLIDE SHOW**

1. Produce a camp video by the end of camp as guided by Director of TECS Language Camps.

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2. Film, edit and create any footage as assigned by Director of TECS Language Camps, for the Camp DVD or for training purposes.
3. Produce a 10 minute slide show of camper photos for the last Friday of every camp.
4. Make a 10 minute slide show of staff photos to be shown at the final meal at the end of camp.

### AWARDS

1. On Thursday of every second week get the full champion's list from each coordinator.
2. Insert the winners' names into the camp database and print out all awards and certificates.
3. Ensure these awards are given back well ahead of time to the Coordinators.
4. Assist Camp Director with the production of any other awards.

### GENERAL 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. Ensure the effective supervision and safety of the campers at all times.
3. In case of need due to staff illness act as a monitor, supervising and ensuring the safety of the assigned leader group.
4. Familiarise yourself thoroughly with the physical environment and organisation of the camp
5. Participate in regular meetings held with the Directors before and during the camp.
6. Carryout the assigned responsibilities on Arrivals and Departures days and carryout assigned camp site set up duties before and after these days.
  1. This will usually involve doing check ins and check outs on the database and some time for taking photos.
7. On working day of Excursion weekends, work on the assigned area/tasks as given by Camp Director or Director of TECS Language Camps (this will usually involve staying on camp and working on camp video editing).
8. At times, carryout assigned office/admin tasks.
9. 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.
10. 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.
11. Carry out all tasks asked of you by the members of the TECS management team, professionally and thoroughly.
12. Must wear uniform continuously, green TECS polo.

### OTHER RESPONSIBILITIES

1. Be responsible for ensuring the correct set up and tidy up of all electronic equipment and ensure all electrical equipment is respected by staff and campers at all times (this will involve working a few days longer than normal camp staff).

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2. Be responsible for copying all photos on to CDs per camp, ensuring that some photos are taken and saved in a high resolution in order to be used for marketing purposes.
3. Correctly storing the photos and videos on the camp server in filing format in the IT manual.
4. As needed assist with the formatting of the camp magazine.
5. As needed assist with the editing of the senior film project's short film.
6. Help with resolving computer problems on camp as needed.
7. The Family Camp IT will assist in the training of the other staff member doing IT responsibilities.

### **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 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. One to one meetings can also be arranged with the Camp Site Director and/or the Director of TECS Language Camps at any time.

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### **PERSONAL SPECIFICATION**

#### **EXPERIENCE**

1. Some experience of working with children in past employment preferred.
2. Experience working in IT like work preferred but not essential if applicant has required skills and knowledge.
3. Experience working alone on jobs with very little supervision or assistance.
4. Experience working with money in past employment preferred.

#### **QUALIFICATIONS**

1. Relevant IT qualifications from school and/ or university.
2. It is handy, though not required, that IT Specialist possess a valid driving license and be willing to drive an eight seater van.

#### **KNOWLEDGE/SKILLS**

1. Experience working with: html and asp, windows environment, office suit programs, LANs, scanning and photograph editing programs (Photo Shop etc..) a necessity.
2. Digital photography, film making and access and computer programming skills will be looked upon favourable.
3. The ability to manage continually conflicting priorities in a high pressured environment.
4. High energy levels and a young but responsible mature outlook on life and work.
5. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.

#### **OVERVIEW**

Perspective candidates should possess wide computer skills and knowledge and have a desire to use these abilities within the dynamics of a children's summer camp environment. They must connect well with children and be interested in developing skills working with children. 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 effective and reliable working alone and enjoy working on large ongoing projects like film making.

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### **STATEMENT OF WRITTEN PARTICULARS**

#### GENERAL

- Commencement of Work: Arrival, 12-22.00, one day BEFORE stated starting dates
  - **FAMILY CAMP (PUERTO)** 26<sup>th</sup> of June 2010.
  
- Finish of Work:
  - **FAMILY CAMP (PUERTO)** 1<sup>st</sup> September 2010 (at end of day).
  
- Location of Central Office: 

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](mailto:tecscamp@tecs.es)  
Web: [www.tecs.es](http://www.tecs.es)
  
- Position: IT Specialist
  
- Wage:
  - **FAMILY CAMP (PUERTO)** 1300€

**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 (25<sup>th</sup> June to 28<sup>th</sup> August).

(The IT Specialist has the potential bonus of up to 100€ if they do their responsibilities extra well.)

#### HOURS OF WORK:

The hours of work for an IT Specialist 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 at the beginning and end of each camp, to get jobs/tasks finished. Daily time off, will be dictated by the individual day as stated, but when possible will usually be taken 17.00-20.00. Henceforth all IT applicants must be good at working independently and be responsible in managing a relatively open work schedule in which they have long term objectives to work towards. Please note IT Specialists like Camp Directors work a few days after the end of camp (the last day the campers are on camp) in order to allow them to properly finish off their video editing tasks.

IT Specialists will have one day off each week at the weekend. ITs like all staff will be required to stay on site all night on key nights, pre-departure Fridays and all Sundays.

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### **PRE-INTERVIEW READING FOR IT SPECIALISTS**

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.

An IT Specialist candidate is required to read the following prior to an interview:

- IT Manual (read in detail daily schedule and review all)
- General Manual (review all and read chapter 4 in detail)

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

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

- IT Manual (all in detail)
- General Manual (all in detail)