Tecs Summer Camps

Job Title: Assistant Welfare Coordinator

Responsible to: Welfare Coordinators and Assistant Director and at times TEFL and Activity Coordinators

Responsible for: Assist the Welfare of all campers within an age group. (Possible throughout the camp changing age groups) Assist the Assistant Director with their tasks.

Assistant Welfare Coordinator: Job Purpose

1. To provide a supportive emotional base for campers.

2. To supervise the welfare care provided by staff and communicate problems, as required, with the Welfares and/or Activity and TEFL Coordinators.

3. To act as supportive base for any staff member who is ill while on camp.

Job Outline/ Job Tasks

PROGRAMME

1. Reading the camp manuals, http://www.tecs.es/employment/, and familiarising yourself with all areas of camp before arrival.
2. Ensure the effective supervision and safety of the campers.
3. On a rota basis, act as night watch guards, controlling children and being the on duty responsible in case of problems.
4. Eat breakfast, lunch and dinner with the assigned leader group, ensuring proper table control, manners and that each child eats sufficiently.
5. Assist and/or act as Welfare Coordinator on one of the excursions at the weekend, which includes working the night time and morning routine of that excursion. The welfares are also responsible for taking the medical bag on excursion days and handing out medicines and dealing with minor ailments as required.

WELFARE

1. Assist the welfare coordinators with monitoring any welfare problems which are brought to your attention on a daily basis.
2. Meet daily with Welfare Coordinators and the Assistant Director to talk about problem children and appropriate action.
3. Assist inserting and updating welfare observations.
4. At all times be available to help with emotional children in cases that the monitor and/ or teacher is incapable of comforting the child on their own.
5. Morning and nightly check up on "problem" children and help to comfort them and find source of problem. This will include checking up on welfare and discipline issues in classes.
6. As assigned and supervised by Camp Nurse, provide simple medical care to campers.

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7. With nurse, monitor that campers in the assigned age group daily take needed medicines.

GENERAL REPSONSIBILITIES

1. Monitor the behaviour and progress of the campers in the allocated group in the recreational activities and take action to resolve any problems and, where necessary, liaise with the Camp Coordinators and Welfare Coordinators on matters connected to discipline and/or welfare.
2. Supervise and ensure the safety of the assigned leader group on one of the excursions held at the weekend.
3. Familiarise yourself thoroughly with the physical environment and organisation of the camp
4. Participate in regular meetings held with the Coordinators and Directors before and during the camp.
5. Carry out the assigned responsibilities on Arrivals and Departures days and carryout assigned camp site set up duties before and after these days.
6. At times, carryout assigned office/admin tasks.
7. As needed, assist with the tidy up of camp at the weekends. This would involve tasks like making beds and basic cleaning and general organisation of the camp facilities, like litter picking.
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, red TECS polo on arrivals, departures and excursions and blue or white TECS t-shirts at all other times.

OTHER PROGRAMME DUTIES

1. Assist the welfare part of the getting up routine.
2. Assist phoning in and out time of assigned age group.
3. Assist shower time in assigned area.
4. Assist all parts of all meal times go smoothly: diets, serving, quality of food and general control of campers.
5. Assist the calling in and out times of campers.
6. Assist the welfare part of sports sessions.
7. At times carryout assigned office/admin tasks.
8. As needed, accompany children and staff on trips to the hospital/ dentist etc..
9. **Speak English to the campers at all times unless Spanish is needed for welfare, discipline or medical reasons.**
10. Ensure the campers respect all camp facilities and equipment at all times and be responsible for ensuring the campers uphold the camp rules and regulations.
11. Must wear uniform continuously

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Job Review and Performance Management

Regular feedback will be provided by Welfare Coordinators and Assistant Director about job performance and objectives. Also both the Assistant Director and/ or the Camp Director will be available at any time to discuss concerns or problems that may occur or to offer support in situations where 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.
★ 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.

RECRUITMENT PERIOD

For summer positions TECS accepts applicants all year round but below is a guideline for what is the normal application date period for this position.

- Returnees:
  - Recommended reapply date: December.
  - Main interview period: January-March.
- New Applicants:
  - Recommended date to apply: February/March.
  - Main interview period: March-April.
  - Date by which all posts for this position are normally filled: April/May.

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PERSONAL SPECIFICATION

EXPERIENCE

1. Experience of working with children in previous employment.

2. Preferred summer camp experience, but not essential.

3. Experience of organising activities for small 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/ REQUIREMENTS

1. A Level or Higher qualifications or another nation's equivalent.

2. Any Camp Welfare Monitor must be 19 years of age before the starting date of contract.

KNOWLEDGE/SKILLS

1. First class interpersonal skills with ability to control children in a motivational and fair way, which enables campers to integrate into the English environment smoothly and encourages them to speak English.

2. The ability to manage continually conflicting priorities in a high pressured environment.

3. High energy levels and a young but responsible mature outlook on life and work.

4. A positive attitude and ability to put yourself in other's shoes, in order to work effectively as a key part of a large diverse team.

5. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.

6. A caring personality, which will allow children to take to you quickly and view you as a surrogate mother or father.

OVERVIEW

Perspective candidates should have experience working with children and possess leadership qualities and a desire to work within the dynamics of a camp environment. They should also desire to build upon existing 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 desire to work with foreign language children and those candidates who can display an interest in working in this line of work in the future will be looked upon favourable.

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STATEMENT OF WRITTEN PARTICULARS

GENERAL

- **Commencement of Work:**
  - Arrive on Monday 25th June 2012
  - Staff Training Week and Camp Preparation: 26th June to 30th June
  - Camp Work Start Date: 1st July (camper's arrival).[1]

- **Finish of Work: (all at end of stated day)**
  - **Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp**
    - 28th of July 2012
  - **FAMILY (Puerto)**
    - 25th of August 2012

(There will be an end of camp dinner and party for Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp on the night of the 28th July and in Family Camp on the 25th August. Staff are permitted to sleep on site on the 28th in Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp but must leave before 12noon on the 29th. In Family Camp, staff are permitted to stay on site on August 25th and 26th but must leave on the 27th before 12 noon.)

- **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 Welfare Coordinator

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

- Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp (all 4 week camps) **550€**
- FAMILY CAMP (8 week camp) **1100€**

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 and for that reason extensive training is given to all our staff who will be as well trained as is possible 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. Depending on the assigned age group, time off during the day will be between 3 and 4 hours. Each monitor will also have one week evening (from end of evening entertainment) and the morning after off and one full day off at the weekend. Also at times, extra bonus time off will be assigned to those staff working hard and maintaining positive attitudes.

[1] As this is start of camp, this is the start date which will appear on Spanish contracts.

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PRE-INTERVIEW READING FOR AN ASSISTANT WELFARE 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 Welfare 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 Welfare only parts – ask interviewer for the management log in)
- Evening Entertainment Manual (Review all)

READING IN EVENT OF A CONTRACT OFFER

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

- General Manual (all in detail)
- Coordinator Manual (read all Welfare only parts – ask interviewer for the management log in)
- Evening Entertainment Manual (Review All)

***** Our Spanish in Spain Partners, Spark, offer special discounts on Spanish programmes and TEFL training for TECS applicants. If interested, visit their web, www.sparkme.es, and don't forget to mention you have applied for work with TECS for special discounted prices. *****

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