

“TECS Summer Camp: the place where **everyone** makes a difference and **lives are changed**”

See for yourself: <http://blogs.tecs.es/blog/2010/09/05/thanks-to-tecs/>

Job Title: Assistant Monitor

Responsible to: Camp Monitor partner and Activity Coordinator and TEFL Coordinator.

Responsible for: around 12 campers, most of the time with the Camp Monitor but at times individually responsible.



### **General Notes**

- This is not a salaried position. However TECS will give a contribution to the cost of applicant's flights (see "written particulars").
- This position is designed for applicants who are under 19 (min. age 16) at the start of the summer camp and offers them the opportunity to gain work experience on a camp and gain a reference from a reputed summer camp organisation, proving their suitability to work with children in future work.
- TECS camp operates this position to maximise its staff to camper ratios and also to allow the camp to have a ready replacement for a monitor who fails to turn up on camp or fails to accomplish all their responsibilities. In the said case, if the monitor assistant has shown them self responsible enough, they may be upgraded to the monitor post with all pay conditions of this post, starting from the date of the upgrade.

### **Job Outline/ Job Tasks (those different to that of Camp Monitors)**

The following outlines the responsibilities for an **Assistant Monitor which are different to that of normal monitors**. All applicants for this post must also read the **Camp Monitor profile** for greater overall information on general monitor responsibilities.

Assistant Monitors act as leader partner of full monitors and most of the time will not be independently responsible for the campers but instead be in a supportive role to Camp Monitors. However at some moments of the day, they could be independently responsible for the kids, these times could include:

- The Sports Sessions: Assistant Monitors may either help monitors in running these events or may at times be individually responsible for a group of campers.
- Leader Group responsibility on one of the Excursions at the weekend.
- Some putting to bed and getting up routines.
- Showering time.
- Any time their Camp Monitor partner is ill.

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- On Arrivals and Departures days all staff members are assigned to camp site set up duties before and after these days. These are hectic days where staff pull together to complete the various jobs that need to be done. These jobs may include litter picks, posting or taking down signs, helping with camp setup or rearranging of materials, orientating parents and campers, or helping with the final tidy up and maintenance/cleaning jobs.

### 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.

### **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 at before camp starts and reward meal at end of summer.
- ★ 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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### STATEMENT OF WRITTEN PARTICULARS

#### GENERAL

- **Commencement of Work:**
  - Arrive on Monday 25<sup>th</sup> June 2012
  - Staff Training Week and Camp Preparation: 26<sup>th</sup> June to 30<sup>th</sup> June
  - Camp Work Start Date: 1<sup>st</sup> July (camper's arrival).<sup>1</sup>
  
- **Finish of Work: (all at end of stated day)**
  - **Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp**
    - 28<sup>th</sup> of July 2012
  - **FAMILY (Puerto)**
    - 25<sup>th</sup> 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 28<sup>th</sup> July and in Family Camp on the 25<sup>th</sup> August. Staff are permitted to sleep on site on the 28<sup>th</sup> in Family Camp Gredos, Little Village, Magic Village, Go Camp and Star Camp but must leave before 12noon on the 29<sup>th</sup>. In Family Camp, staff are permitted to stay on site on August 25<sup>th</sup> and 26<sup>th</sup> but must leave on the 27<sup>th</sup> before 12 noon.)

- 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:   Assistant Monitor
  
- Conditions: As an Ast. Monitor you will receive 300€ per month worked (paid at the end of the contract) and the possibility of an upgrading to full monitor conditions. Staff working in August only are required to arrive on the 25<sup>th</sup> of July. They will shadow a staff member 26<sup>th</sup>-27<sup>th</sup> of July to and then start work on the 28<sup>th</sup> of July).

**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 that will be as well trained as is possible for the taking on of all their responsibilities.

#### HOURS OF WORK:

Although Assistant Monitors do not have the full conditions of Camp Monitors they will have the same working hours as them (but as mentioned, mainly in a supportive role) therefore this is a reality of the job that any applicant must understand and fully accept. 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 Assistant 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.

<sup>1</sup> 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 MONITOR**

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 Monitor candidate is required to read the following prior to an interview<sup>2</sup>:

- General Manual (review all and read chapter 4 in detail)
- Sports + Games Manual (review all)

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

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

- General Manual (all in detail)
- Evening Entertainment Manual (general review)
- Arts and Crafts (general review)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)

**\*\*\* 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](http://www.sparkme.es), and don't forget to mention you have applied for work with TECS for special discounted prices. \*\*\***



<sup>2</sup> All manuals are updated with the 2012 versions in May of 2012. For the purposes of pre interview reading and reading in even of a contract offer, the 2011 versions are the manuals you should read.