

“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/>

Tecs Summer Camps

Job Title/ Puesto: Crew Member

Responsible to/Responsable a: Camp Monitors, Welfare Coordinators/ Monitores y Bienestar

Responsible for/ Responsable para: Assist the Welfare of all campers within an age group. (Possible, throughout the camp changing age groups) Assigned to a group of campers and assist with the responsible monitor the camper's daily routines at camp/ Asistir el bienestar de los campistas en su grupo de edad (puede ser durante el campamento y cambiara el grupo de edad) Asignado a un grupo de campistas y asistir con su monitor su trabajo diaria de los campistas



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.

Crew Member: Job Purpose

1. To provide a supportive emotional base for campers in your age group/ leader group
2. Act as a support to your assigned monitor, by working in a team throughout the daily routine of camp life
3. Support your Welfare Coordinators when needed with individual campers
4. Be a responsible staff member and take on a professional role with the campers and fellow staff

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 safety of the campers and fun at all times.
3. Eat breakfast, lunch and dinner with the assigned leader group, ensuring proper table control, manners and that each child eats sufficiently.
4. Assist a leader group with a monitor on one of the excursions at the weekend, which includes working the 'putting to bed' time and 'morning routine' of that excursion.

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GENERAL LEADER RESPONSIBILITIES

1. Assist your monitor with monitoring the behaviour and progress of the campers in the allocated group in the recreational activities.
2. Assist with the supervision 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. 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.
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 Crew Member 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 your Coordinators 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.

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PERSONAL SPECIFICATION

EXPERIENCE

1. Preferred experience of working with children in previous employment.
2. Preferred summer camp experience with TECS, but not essential. Applicants will be looked highly upon, for attending TECS Summer camps and during their stay completion of the Crew Member training.
3. Preferred experience of assistance in a school/ coach/ activities.

QUALIFICATIONS/ REQUIREMENTS

1. Preferred FCE Level of English or equivalent
2. Any Crew Member must be 16 years of age before the starting date of contract.

KNOWLEDGE/SKILLS

1. Always able to speak English in all parts of the day at camp.
2. High energy levels and a young but responsible mature outlook on life and work.
3. A positive attitude
4. Adaptability and ability to think on the spot in what can be at times a highly unpredictable and spontaneous environment.
5. 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 preferably have experience working with children and show the want to 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. Candidates should desire to work in a full immersion camp for their own development of the language but for upmost to develop the camper's knowledge of the language.

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STATEMENT OF WRITTEN PARTICULARS

GENERAL

- **Commencement of Work for July Camp:**
 - Arrive on Thursday 28th of June 2012 between 10:00 – 14:00.
 - Staff Training Days and Camp Preparation: 28th of June to 30th June
 - Campers arrive 1st July 2012
- **Commencement of Work for August Camp:**
 - Arrive on Thursday 26th of July 2012 between 10:00 – 14:00.
 - Staff Training Days and Camp Preparation: 26th of July to 28th of July
 - Campers arrive 29th July 2012
- **Finish of Work: (all at end of stated day)**
 - **Family Camp Gredos, Little Village, Magic Village, Go Camp**
 - 28th of July 2012
 - **FAMILY (Puerto) (August)**
 - 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 the 25th and 26th but must leave on the 27th before 12 noon.)

- **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
Web: www.tecs.es
- **Position:** Crew Member

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.

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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 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 Crew Member candidate is required to read the following prior to an interview¹:

- Crew Member Manual (review all)
- 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 Crew Member is required to read all the following manuals before coming to camp:

- Crew Member (all in detail)
- 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, and don't forget to mention you have applied for work with TECS for special discounted prices. *****



¹ All manuals are updated with the 2012 versions in May of 2012. For the purposes of pre interview reading and reading in event of a contract offer, the 2011 versions are the manuals you should read

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Para los padres del candidato:

Acuerdo de Colaboración “Crew Member”

El acuerdo de colaboración “Crew Member” está destinado a Jóvenes entusiastas, que han participado antes en el campamento por lo que conocen bien nuestro funcionamiento y filosofía. Además deben tener cumplidos 16 años o haber demostrado un nivel de madurez y de inglés suficiente.

Objetivo:

○ Ofrecer la posibilidad a antiguos campistas de regresar con nosotros, para continuar desarrollando sus cualidades personales y mejorar su inglés, colaborando con Monitores y Profesores sin olvidar, por supuesto, la diversión. Los jóvenes tendrán que demostrar madurez y responsabilidad en las tareas encomendadas y mostrar en todo momento un espíritu colaborador, positivo y ejemplar. ¡Quizás estemos ante un futuro monitor o Coordinador de Bienestar!

Tareas:

- El joven deberá recordar en todo momento que es parte del equipo TECS como “Crew Member”, colaborando con los monitores y hay que recordar que los “Crew Members” no son “Seniors” y no pueden actuar como si lo fueran.
- Llegará dos días antes del comienzo de Campamento para formarse e integrarse con el equipo y entrenar para su puesto.
- “Arrivals Day”. El primer día el “Crew Member” tendrá asignada alguna función, como dirigir a las familias que llegan, enseñar el campamento...
- El “Crew Member” estará emparejado con un monitor, “Crew Partner”, responsable de un grupo de menor edad y le ayudará a desempeñar distintas tareas:
 - 8.15 / 10.00 Colaborar con su “Crew Partner” en la rutina matinal de los mas pequeños.
 - Comidas: Colaborará donde sea necesario, desde servir mesas hasta ayudar con los mas pequeños.
 - 10.00-13.00:
 - Un Crew Member tiene tiempo libre,
 - Uno trabaja por la mañana y colaborar con un Welfare coordinador, ayudándole en chequeado a los niños en sus clases, y llevando a los niños al medico (que esta en el campamento)
 - Uno ayudar con el ‘Lost Property’ (ropa perdida) buscando ropa con nombres, y también organizando y recogiendo en el recepción y enfermería
 - 13:00 Comer con los mas pequeños (Los Sophomores)
 - 13:40/15:35 Colaborar en los talleres con el “Crew Partner” en un grupo de los mas pequeños o ayudar a los monitores de bienestar con los llamadas telefónicas. Actuar como mensajero durante el horario de llamadas.
 - 16:00 / 19:15.
 - Los Crew Members que han trabajado por la mañana, tienen tiempo libre
 - Por ellos que han tenido tiempo libre por la mañana van ayudar y colaborar con los monitores en los deportes
 - Ayudar con las duchas de los más pequeños.
 - 20:45/21:30 Cena con los pequeños (Los sophomores)
 - Colaborar en ‘Leader Bonding’ actividad de juegos en grupos con los niños y monitores

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- Participar y ayudar en los actividades por la noche
- Si tiene el noche libre, ayudar la recogida de la actividad de la noche, o si esta trabajando, ayudar a los monitores con los niños para ir a sus habitaciones o tiendas para dormir.
- Durante las excursiones colaborará con su “Crew Partner” en algunas ocasiones.

Esto solo es una sumario del trabajo de un Crew Member, mas detalles, están en ingles para los Crew Members y hay un manual también en nuestro pagina de web www.tecs.es que los candidatos tiene que leer encima antes de la entrevista, pero después leerlo detallada antes de llegar al campamento.

El “Crew member” tendrá que utilizar **en todo momento el inglés para hablar con los niños**, manteniendo de esta forma el concepto “inmersión total” beneficioso tanto para los niños como para el “Crew Member”.

Duración:

o El “Crew Member” participará durante cuatro semanas en julio o en agosto.

Días y horas de llegar al campamento

CAMP JULIO: Día de llegada: Jueves 28 de junio entre las 10:00 – 14:00. Programa de entrenamiento después del almuerzo 28 junio, por lo que es muy importante llegar entre las horas especificadas.
Día de salida: Sábado 28 de julio después de la salida de los niños (13:00 – 14:00 aprox.) Pero recuerdes de la cena del personal el sábado para los campamentos de 4 semanas.

CAMP AGOSTO: Día de llegada: Jueves 26 de julio entre las 10:00 – 14:00. Programa de entrenamiento después del almuerzo 26 julio, por lo que es muy importante llegar entre las horas especificadas
Día de salida: Sábado 25 de agosto después de la salida de los niños (13:00 – 14:00 aprox.). Pero recuerdes de la cena del personal el sábado para Family Camp.

NORMAS DE UN “CREW MEMBER”:

- o Aunque con el permiso de los padres un “Crew Member” puede salir del campamento, tienen que volver a la hora decidida por el Camp Director. En ningún caso pueden consumir alcohol.
- o El “Crew Member” tiene que llevar su camiseta de “Crew Member” y una indumentaria apropiada durante todas las horas de trabajo.
- o El “Crew Member” no pueden tener relación más que de amistad con los o las campistas y tampoco con los monitores o profesores del campamento.

BENEFICIARSE DE TRABAJANDO CON TECS

- ★ Ambiente del campamento de verano, trabajando como un equipo y espíritu!
- ★ Satisfacción de trabajando con niños
- ★ Desarrollo de Profesionalidad y personalidad
- ★ Directores que han vuelta al campamento con conocimiento
- ★ Amigos por todo el mundo
- ★ Sol y diversion!

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TECS OFRECE:

- ★ Uniforme del personal – suministrar un numero de camisetas y polos
- ★ Eventos del personal- fin de semana, deportes y juegos de competición durante el campamento
- ★ **Comida del personal al final del campamento, entonces no se marche del campamento hasta el siguiente día del ultima día de trabajo**
- ★ Directores cualificados que trabajan en la oficina central durante todo el año. Todos haban trabajado como monitores o profesores
- Estructura de dirección sea de apoyo
- Orientación en el camino al desarrollo profesional y personal

CENA FIN DE CAMPAMENTO: Mediante la firma de este documento, el padre/madre **MANIFIESTA CONOCER** que su hijo/a estará en un evento donde se permitirá el consumo de alcohol. Si bien, el Crew Member se compromete a abstenerse de dicho consumo, por ser menor de edad.

CONDICIONES:

- o El “Crew Member” no será remunerado, pero tampoco tendrá que pagar.
- o Tendrá que rellenar un formulario en inglés y firmado por sus padres y realizar una entrevista personal también en inglés.
- o En el proceso de la entrevista y selección. TECS se comunicará con el posible empleado no con los padres, (veremos a los ‘crew members’ como empleados, no campistas), aunque lógicamente, si hay situaciones importantes, o, durante el campamento hay una emergencia, los padres serán contactados por TECS.
- o Con permiso de los padres podrá salir con el resto de personal durante horas libres.

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