

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

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### Tecs Summer Camps

Job Title: Specialist Coordinator

Responsible to: Camp Director and Assistant Director.

Responsible for: specialists and monitors and teachers during arts and crafts.



### **Specialist Coordinator: Job Purpose**

1. To ensure the arts and crafts programme is run to the highest quality in all areas.
2. To ensure the correct upkeep of both the sports and art and crafts material cupboards.
3. To manage the extra activity specialists in the carrying out of their specialist responsibilities, done in coordination with Ast. Director.
4. To work alongside other management staff in ensuring the success of all parts of daily life on camp.

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

#### ARTS and CRAFTS

1. Revise and update the arts and craft programme as required.
2. Be responsible for training the monitors and teachers in all areas related to arts and crafts.
3. Monitor the carrying out of the Arts and Crafts classes, ensuring that they are being run to the required level.
4. Ensure that all classes have all required materials.
5. Ensure that all materials are ready for classes before the start of the sessions.
6. Being a constant presence on the spot throughout the running of Arts and Crafts.
7. Ensuring the up keeping of the A+C cupboard throughout each camp.
8. Ensuring the A+C cupboard is kept tidy and organised at all times.
9. Ensuring that competitions take place and awards are given out for Arts and Crafts classes.
10. Ensuring that all the art work is brought down for display on departure days.
11. Through the Director ordering new supplies and materials as needed.

#### UPKEEP of STORAGE CUPBOARDS

1. Monitor the outgoing of materials ensuring they come back in.
2. Follow up materials that go missing with relevant people.
3. Daily tidy storage areas.
4. Order new materials as needed through Camp Director.

#### MANAGEMENT OF EXTRA ACTIVITY SPECIALISTS

1. Manage the music and dance and adventure specialists in the carrying out of these activities on site during sports time, ensuring programme quality and safety.
2. With the Activity Coordinators set the timetable for music and dance and adventure specialists.

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3. Monitor the extra activity specialists (sailing, golf, tennis, horse riding, water sports, super cool) in the carrying out of their duties during sports time. Visit them each once a week to check they are actively involved and doing all responsibilities as required (do in coordination with Ast. Director).
4. Monitor the multi activity horse riding and sailing to check all is going well and monitors being actively involved and doing all required.
5. Supervise the sending off of children to non-multiactivity sports in coordination with Ast. Director.

### MANAGEMENT

1. As required attend age group meetings with monitors and, as required, with teachers and inform them of all matters related to specialist programme (arts and crafts and extra activities).
2. Meet daily with extra activity specialists as required.
3. Meet daily with Camp Director and Activity Coordinators and pass on any relevant information and request needed programme information.
4. Monitor in Arts and Crafts and in extra activities the staff performance and give regular feedback to staff on their performance in this area, both positive and critical, as relevant. At all times keep Camp Director and Activity Coordinators informed on staff performance and problems.
5. Be a constant presence during arts and crafts to ensure staff are where they are supposed to be and performing their duties to the required level at all times, also be present to offer support as and when needed.
6. At all times be responsible for up holding camp rules and regulations for staff conduct.
7. Managing the Assistant Coordinators in certain staff building games/activities.

### TRANSFERS

1. Communicate with Ast. Director about scheduled transfers on key days
2. Be responsible for the arrival and departure of transfer campers (with help of Specialist Monitors)

### GENERAL RESPONSIBILITIES

1. Reading the camp manuals, <http://www.tecs.es/employment/>, and familiarising yourself with all areas of the camp before your arrival.
2. Cover for an Activity Coordinator in case of need.
3. Help out with any other assigned programme area.
4. Be responsible for leading an age group on one of the weekend excursions or for looking after a leader group – as assigned by Camp Director.
5. Run the early check out procedure on pre-departures.
6. Run the early arrivals programme on arrivals.
7. Run the assigned departure and arrival duties thereafter.
8. Monitor the welfare of the children at all times and discuss regularly with welfare coordinators about the action taken to deal with problems of the children.
9. Carry out all tasks asked of you by the Directors, professionally and thoroughly.

### 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 and/or Assistant Director will be available at any time to

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discuss concerns or problems that may occur, or to offer support in situations when help is deemed necessary.

### **PERSONAL SPECIFICATION**

#### EXPERIENCE

1. Summer camp experience and preferably in a management position.
2. Relevant experience of man-management in past employment.
3. Experience of organising activities for large 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

1. University degree or relevant qualifications in child care preferred. Applicants with TEFL or sporting qualifications will be looked upon favourably.

#### KNOWLEDGE/SKILLS

1. Competent knowledge of Microsoft Office package.
2. First class interpersonal skills, with ability to man-manage in a motivational and fair way which encourages staff to maintain high levels of performance.
3. Very high level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to manage continually conflicting priorities in a high pressured environment.
5. High energy levels and a young but responsible and mature outlook on life and work.
6. Knowledge of Spanish and the customs and culture of Spain preferred but not essential (although please note the language of communication with the campers at all time is English).

#### OVERVIEW

Perspective candidates should be E.U. nationals who have had experience of working in camp environments and have a passion for Arts and Crafts and a desire to enter in summer camp management. 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 ambitious and those who can display an interest in considering working in this line of work for long periods will be looked upon favourably.

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### **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.

### **MANGEMENT POSITIONS**

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

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### **STATEMENT OF WRITTEN PARTICULARS**

(Contracted Specialists Coordinators **may** be asked to attend a training weekend in May. All expenses will be covered by TECS).

- Pre Camp Training Weekends: Training Planning Weekend: 5/6<sup>th</sup> May
- Commencement of Work: Arrival on the 22<sup>nd</sup> of June 2012.  
Work starts the 23<sup>rd</sup> of June 2012.
- Finish of Work: (all at end of stated day)
  - **FAMILY CAMP** 25<sup>th</sup> of August 2012
- Location of Central Office: TECS Summer Camp (El Centro Inglés)  
(arrival here for start of work) 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)  
Commercial Web: [www.tecs.es](http://www.tecs.es)  
Employment Web: [www.tecs.es/employment](http://www.tecs.es/employment)
- Position: Specialist Coordinator
- Wage: (for stated contract length as above).
  - FAMILY (Puerto): 1700€
  - BONUS FOR RUNNING PARTS OF STAFF TRAINING WEEK 100€
  - TOTAL with training week payment included: 1800€

**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.

Any 4 week coordinator in Family Camp (ONLY) is required to work until the Monday of Camp 3 to help with the changeover to the replacing coordinator.

### **HOURS OF WORK:**

The hours of work for a Specialist Coordinator 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 in the initial stages of camp, to get jobs/tasks finished. The Coordinator will have one day off each week at the weekend and usually on good days (i.e. ones with few problems) be able to take around a 2-3 hour break in the morning. Specialist Coordinators will be the night watch responsible every second or third evening and be required to be on site all night on those

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days. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays.

### **PRE-INTERVIEW READING FOR A SPECIALIST 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](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 Specialist Coordinator candidate is required to read the following prior to an interview: (Specialist Coordinators should note that we do not have a specific manual for this position so they will need to do the same reading as an Activity Coordinator and take out all the info that is relevant to a Specialist Coordinator).

- Coordinator Manual (read in details chapters 1-3 and Activity Coordinator part of chapter 5 and review 4 and rest of 5)
- General Manual (review all and read chapter 4 in detail)

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

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

- Coordinator Manual (all in detail)
- General Manual (all in detail)
- Evening Entertainment Manual (general notes in detail and review individual event write ups)
- Arts and Crafts (general notes in detail and review individual A+C activities write ups)
- Sports + Games Manual (general notes in detail and review individual Sports activities write ups)
- Project Manual (only needed for Seniors and Freshmen coordinator: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion 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. \*\*\***



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