



About TECS

TECS is an innovative Company that aims to deliver full immersion English language learning programmes in Spain. We do this through our 4 departments:

- Camps for Schools: Mini residential camps for schools that run between 3-7 days at a time.
- Summer Camp: We have summer camps all over Spain in July and August
- English Academies: English classes for kids, teens and adults in El Puerto de Santa Maria and Jerez de la Frontera.
- Language Travel: 2-3 week programmes where we take students abroad during the summer. We have programmes in Ireland, the U.K, USA, and Canada.

What type of Company is TECS to work at?

TECS is a dynamic company that has been at the top of its field in offering full immersion programmes for over 20 years. Everyone in TECS has been a monitor or teacher on our camps previously, meaning that we know first-hand what it is like to work on our camps and how to best train, prepare and inspire our staff to have the same amazing experience that we have had.

We are full of energy and have a true passion for our programmes, which we hope to pass onto you! We are a hard working team who genuinely strive to produce a great experience for our students. We believe that great staff are the key to running great programmes and we have the experience to help our staff to be dedicated, passionate unit that works well together to create the best programmes for our students, whilst also working in a fun environment.

About the coop placement

As a summer camp organisation we are only a small team year round team (5 or 6 during the year in the summer camp department) which then grows to a department of up to 200 staff in the summer. The summer camp secretary is a key member of that team (known as central office) as they provide administrative assistance to the team, especially the assistant director of Language Camps.

The position is an internship position in which you will be given a lot of responsibility at a very young age so it is a great way to gain a lot of responsibility and experience at a young age in order to improve ones c.v. This position is perfect for candidates wishing to live in Spain and enhance their Spanish level in an economical way, and for those who wish to gain work experience in an office environment. All perspective candidates should be young (or young at heart), with a desire to utilise and develop organisational skills in a fast moving, dynamic environment.



We are usually looking for someone to come out in January at some point until either the end of July or, preferably the end of the summer camps in August.

This position is multi-faceted as it has two main periods that are quite different:

- From January-June the position is much more regular office hours working on administrative tasks. The person will be required to stay in the company apartment and share with teachers that work in our academy.
- From the end of June – beginning/end of August, they must be prepared to sleep on the camp site and be full of energy in order to meet the extraordinary demands of camp work. All candidates must also be prepared for the rigors of camp life during the summer months that means that this job is anything but 9-5 living.

What type of people are we looking for?

This position is most suitable for a person who is interested in developing many different personal and professional skills. Somebody who isn't afraid of dedicating time and energy to students in order to help them with whatever issue they have and make them feel appreciative of our services, somebody who would like to further develop their Spanish language skills and who has a genuine passion to develop professionally and become part of a dedicated and passionate team. The candidate should also have an interest in language learning and ideally speak good English and Spanish who wants to work in an international environment. They must be someone who takes pride in their work and have a real ambition to be good at what they do. Also, to fit into our ethics, they should be someone who can be passionate about their work and gets a genuine buzz from triumphing in their tasks. We are looking for people to take the company forward rather than maintain where it is so, definitely, the person must be someone who isn't afraid of hard work.

In short, the ideal candidate for us is someone young and full of energy, with untapped potential (we're good at spotting it 😊) and is looking for a job that tests them but also one they can be passionate about.

Job Responsibilities + Tasks

1. To carry out all required admin tasks in preparation for the start of camp (February - June).
2. To produce, update and control the production of all camp lists (lodging assignments, sports groups, colours, etc.).
3. Ensure the admin side of the set up and tidy up of camp is done to the highest possible level.
4. To assist the Director of TECS Language Camps and Assistant Director of Language Camps (Staffing, Recruiting and Structure) with any administration linked to preparation of camp and then during the summer the running of camp.

Responsibilities before start of camp (February-June)

1. To do any administration task as set by the Assistant Director of Language Camps (Staffing, Recruiting and Structure) to assist with preparation of camp.
2. To carry out the administrative side of camp recruitment: inputting all staff data into the camp database, sending contracts and filing applications and received contracts.
3. To communicate as required with staff before their arrival on camp, including coordinating the staff arrival day and administration connected to this.
4. To assist in the training of the Camp Staff as needed before the start of camp.



- a. This will include attending certain training weekends in May and June.
5. To coordinate the arrival of camp materials from suppliers, doing stock takes and coordinating packing of supplies into correct storage areas and to undertake any administrative tasks connected to this task.
6. To do any admin task connected to the preparation of camp TEFL resources.
7. To do all listings for all camps in July (as outlined in "production of camp lists", below).
8. To participate and help with the running of any FIPs or "mini-camps" that we may have before the summer. These usually only run 2-3 days and will require the camp secretary to move, with the rest of the staff, to a camp and participate in the running of the FIP, either as a monitor with the kids, in the background with logistics, or continuing with their administrative tasks.

Responsibilities during Camps (June/July to end of contract)

1. Assist with the admin overload from any TECS' camp, as assigned by Assistant Director of Language Camps.
2. Assist with TECS Secretaries work overload, as assigned by Assistant Director of Language Camps.
3. Assist Assistant Director of Language Camps with the admin connected to quality control check ups of TECS' camps as assigned.
4. Be in charge of controlling the expenses of all TECS Camps
 - a. Checking all expenses from Camp Drivers and Directors are accounted for with receipts.
 - b. Doing the accounts at the end of the month and reporting to the Director of Language Camps.
5. Production of Camp lists.
 - a. Allocate children to age groups and bedrooms before the start of each camp.
 - b. Allocate children to arts and crafts groups and colour teams.
 - c. Ensure all non-multiactivity lists are produced weekly and that numbers are passed on to relevant people responsible for these activities.
 - d. Update all information on the database daily and print out new lists and give to Camp Site Director.
 - e. Allocate staff to leader groups and sleeping places after consulting Camp Site Director.
6. Work on improvements on assigned Camp Manuals for the following camp year as set by Assistant Director of Language Camps.
7. Organise, oversee and carryout the set role in the set up and tidy up of the camp facilities for all TECS camps, which will include, among many tasks, assigning tasks to camp staff, stock counting and making inventories.
8. Cover for sick staff in other positions as required.
9. Represent the camp in a positive manner at all times and be responsible for informing the Assistant Director of Language Camps of any issues that you may be aware of.
10. On Arrivals and Departures, assist with admin "check ins/outs" and other assigned tasks.
11. Carry out administration tasks for the weekend excursions.
12. Carry out the admin connected to payments and staff advances.
13. Participate in the admin side of arranging transfers for campers for the arrival and departure from camp.
 - a. Assigning students to transfers on the database.
 - b. Passing on this information to relevant manager to pass on the drivers.
14. Meet daily Assistant Director of Language Camps to inform them about job progress and ask for assistance as needed.
15. Carryout out any assigned office task as set by Assistant Director of Language Camps.

HOURS OF WORK:

End of February – May, the Camp Secretary will be required to work up to 9 hours daily during the weekdays (a typical Spanish workday, 10.00-19.00 or 11.00 -20.00) with the time for the Spanish classes included as working time. The hours of work will be flexible and set through communication with the Assistant Director of Language Camps. The Camp Secretary will have the same national holidays, during Feb – May, as TEFL teachers have within the TECS academy. If the Camp Secretary does a good job Feb-May, they will also be given a bonus week off at some point at the start of June (time exactly will be arranged with Assistant Director of Language Camps). Getting this extra week off purely depends



on the Secretary doing a suitably good job up to that point and it is designed to act as breather before the challenges the Camp Sec will face once summer camp work starts.

In most of **June**, the Camp Secretary will be required to work long hours, participating with other office staff in the preparation of the camp for the arrival of the staff and the start of camp. All candidates must therefore recognise that this job, **June – beginning/end of August**, will be demanding, as ALL camp work is, and accept that it will be **anything but 9-5 living**, with long hours needing to be put in **by all camp staff**. Candidates should also note that normally mid June to start of July is the toughest period for the Camp Secretary and that things from mid July to the end of camp quiet down a little but that work days are still very much SUMMER CAMP length working days (as all summer camp positions). **The period June to the end of July/August is seen as summer camp work and not as a placement which is why this is a paid position during these dates.**

During camp: July to beginning/end of August, the Camp Secretary will normally start around 10.00 and have two hours off at lunch and be off from around 22.00. However, any applicant would have to be prepared to accept that camp life is always unpredictable and because of this there would be days when longer hours would be needed to be put in to finish vital tasks (usually when possible the Camp Secretary will start later the next day to compensate for this). Flexibility of working hours would be possible for the Camp Secretary but any changes to work hours must first be agreed with the Director of Language Camps and always the Secretary would have to understand that fulfilling work objectives must be first priority.

On departure and arrival weekends, the Camp Secretary would be required to assist with preparing the camp sites and getting all admin duties finished which will mean they will have less than a whole day off, however when there are no arrivals or departures the Camp Secretary would have the whole weekend off, starting Friday evening and finishing Monday morning.

Benefits of Working on a TECS Summer Camp

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.



Job Review and Performance Management

Regular feedback will be provided from the Assistant Director of Language Camps about job performance and objectives. Also the Director of Language Camps and will be available at all times to discuss concerns or problems that may occur. We encourage any feedback to be mutual and strive for you to let us know how things are going on for you.

What we're looking for: Requirements + Knowledge/Skills

PERSONALITY

1. The ideal candidate is someone that is young, or young at heart, who is looking to gain experience and responsibility at a young age.
2. A person who can work independently when needed.
3. Someone who is looking to develop both personally and professionally (Guiding young people is a passion of ours!)

EXPERIENCE

4. Preferred experience of secretary-like or administrative work but not required if candidate has a good knowledge of computers and modern computer programmes.
5. Experience of working alone and being responsible for completing important tasks with limited support or supervision.
6. Experience of working in a fast moving environment where stress levels can at times be very high.

QUALIFICATIONS

1. A Level or Higher qualifications or another nation's equivalent. Applicants with relevant admin qualifications will be looked upon favourably.
2. Applicants with a valid in date European Driving Licence preferred.
3. Any qualifications in Spanish looked upon favourably.

KNOWLEDGE/SKILLS

1. Knowledge of Microsoft Office package and preferred experience of using Databases.
2. Good interpersonal skills, with ability to communicate effectively with fellow employees, this includes properly voicing concerns or seeking support.
3. High level of oral and written skills including persuasion, negotiation and advocacy.
4. The ability to cope with 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. Intermediate level of Spanish in all skill areas and good knowledge of the customs and culture of Spanish people.



STATEMENT OF WRITTEN PARTICULARS

POSITION: CAMP SECRETARY

GENERAL

- Commencement of Work: Arrive: January 2018 (Exact date can be discussed)
- Finish of Work: Either 3rd or 31st of August 2018 (at end of day. Exact dates can be discussed).

- Total NET Wage:
 - **Until 3rd August: €900-1350**
 - **Until 31st August: €1800-2400**

- **February – May:** no set wage but accommodation, Spanish classes (3 hours per week) and lunch on-site, all weekdays, are all provided.
 - **There is the opportunity of a €300 bonus** depending on how good the candidate's job performance is during this period.
- **June - Finish of contract:** Until beginning of August = €900¹ Until end of August = €1800¹ with accommodation provided to end of contract and all meals until end of contract.
 - **There is the opportunity of a €300 bonus** depending on how good the candidate's job performance is during the summer period.
 - Until beginning of August: Bonus of up to €150 available.
 - Until end of August: Bonus of up to €300 available.

Application Process

INTERVIEW PROCESS

In order to apply to work with us as a camp secretary you are required to apply online by completing an online application form. From the selection of people that we have, those who show the suited background to what we might be looking for will be contacted to do an interview. The interview will take place by skype.

If you are offered an interview you will be required to do certain reading before your interview in order for you to be the best prepared and to show that you are committed to being the best staff member you can be. If it is clear that you have not done this reading before the interview you will be asked to reschedule until you have done so.

PRE-INTERVIEW READING FOR A CAMP SECRETARY

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!).

¹ There is the option to request an advance of up to €150 per month. In the case that the candidate had to shorten their contract and the amount received in advances was superior to what their altered final wage was, then the candidate can be asked to repay the difference.



All manuals can be accessed at www.tecsemployment.com/manuals. If you were invited to do an interview, you would receive the log in password in the interview email.

A Camp Secretary candidate is required to read the following prior to an interview:

- General Manual (review briefly to get a general idea of camp life)
- Admin + Camp Secretary Manual (review briefly all to get an idea of database responsibilities)
- Recruitment Manual (read Chapter 1: part “Interview Procedure” and Chapter 3: “Recruitment Queries”)

READING IN EVENT OF A CONTRACT OFFER

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

- General Manual (review all)
- Admin Manual (review in more detail)
- Recruitment Manual (read all)

Note: All candidates should be aware that all manuals will be last year’s editions until May or June of the camp year when the ones for that summer will be uploaded to the web page, therefore any applicant contracted before May should be aware there will be small changes to the listed manuals and outlined responsibilities and procedures in the later additions of each manual.

CRIMINAL BACKGROUND CHECKS + REFERENCES

As we are an educational company that works with children we do take the safety of the campers in our care serious and will require to certain information in order to ensure that the staff working for us are capable of being responsible for children.

Any person contracted with us will be required to provide us with:

- Two references or referees that we can contact.
- A police or criminal background check gotten within the last two years. For more information, please read the “Candidate Background Check Policy” document available on <https://tecsemployment.com/getting-ready-for-camp/criminal-background-check/>.

ARRIVING

Location of Central Office:

(Arrival for training weeks at this venue)

TECS Summer Camp (El Centro Inglés)
Crt. De Fuentebravia, Km 1 Apdo.
Correos 85
11500 EL PUERTO DE SANTA MARÍA
Cadiz (Province)
Tel: 956 853 000
Fax: 956 860 553
Email: tecscampdev@tecs.es
Web: www.tecsemployment.com



Some quick questions and answers (More on www.tecsemployment.com)

Who/What is TECS?

TECS is a language company that runs summer camp programmes for children, language centres for adults and children and language travel programmes abroad. Also through our sister companies the English Centre and Spark we run a bi-lingual international school and Spanish in Spain programmes. The TECS Camp Secretary will work for summer camp department.

Where will I be working?

TECS has its offices in same place as the English Centre bi-lingual school which is about 10 minutes walk from the Camp Secretary accommodation and located about 15 mins from the town centre and 5 mins from the nearest shopping centre.

Where is the accommodation provided?

The Camp Secretary will share accommodation with other TECS academy teachers and also will share a room (providing they are of the same gender) with the Spark Secretary. Towards the end of June, the Camp Secretary will move into the TECS Camp facilities, as all summer camp staff do, and will share a room with other camp staff. They will remain there until their last week of work when they will move back into the same apartment for that last week.

What skills can I acquire in this job?

The TECS Educational Group is at the forefront of language learning in Spain meaning we have years of experience with training young people in admin and people positions and also in management responsibilities. We are a dedicated bunch of individuals who have a passion for language learning and personal development. Past Camp Secretaries have found they have developed their computer, interpersonal and time management skills and also developed a “healthy” (their words!) appetite for fulfilling work. The Camp Secretary will also be likely to develop some basic management skills as at times they will be responsible for people. Of course the opportunity to develop their Spanish language skills is also great. The TECS Educational Group actively practices internal promotion and lateral job movement from year to year and in summer 2010 we had 4 previous Camp Secretaries (from 2006,2008/9 and of course 10) back working with us, two in admin positions, one as a Camp Monitor and one as a Camp Teacher. Past Camp Secretaries have said the job has helped they find out what type of work they would like to do in the future.

Words from past camp secretary:

“I guess TECS Summer Camps is something that you need to experience, there are no words to describe or compare that work placement to anything. What I will definitely take out is TECS itself because ‘you will always be a part of TECS family’. Other than that, I believe that TECS is a great learning environment. I learned a lot.”

Milena Sanocka

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

