

Activity Coordinator Job Profile



"TECS Summer Camps: the place where **everyone** makes a difference and **lives are changed**" - See for yourself [here](#).

Tecs Summer Camps

Job Title: Activity Coordinator

Level: Mid-Management

Reports to: Camp Director

Responsible for: principally monitors but also at times all age group staff.

Job Overview

The activity coordinator is responsible for all things on the "activity side", that is to say they are responsible for managing the vast majority of the daily programme from waking up to meal times, sports, showers, and, of course, evening entertainments. The Activity Coordinator is a mid-management position along with the other coordinators and is the principal manager for all of the monitors (camp counsellors), although they will have a secondary role in managing the rest of the camp staff.

Activity Coordinators on TECS Summer Camps are generally the heart and soul of camp, bringing all of the fun, energy, songs and craziness to camp. Activity Coordinators need to be young, or young at heart, individuals who full of imagination and energy in order to meet the extraordinary demands of camp work, while also having a mature and responsible outlook to be able to take on the responsibility for this mid-management position.

Job Responsibilities + Tasks

1. To ensure the age group activity programme is run to the highest quality in all areas.
2. To manage on all levels the monitors and teachers in the assigned age group.
3. To work alongside other management staff in ensuring the success of all parts of daily life on camp.

PROGRAMME

1. Reading the camp manuals, <https://tecsemployment.com/manuals/>, and familiarising yourself with all areas of the camp programme before your arrival on camp.
2. Revise and update camp programme timetables as required.
3. Be responsible for training the monitors and teachers in all areas related to the camp activity programme.
4. Be responsible for the morning routine from wake-up to after breakfast.
5. Be responsible for overseeing the general sports sessions and running the big colour war sports competitions.
6. Be responsible for overseeing the arts and crafts/ project sessions as assigned.
7. Be responsible for ensuring the proper usage of Arts and Crafts materials and sports equipment at all times and ensuring that monitors and teachers always have all the materials they need for activities.
8. Controlling the quality of the arts and crafts programme and the extra activities done on and off site.
9. Be responsible for overseeing showering and chill out/sand pit time as assigned.
10. Be responsible for organising and running the evening entertainments.
11. Be responsible for the putting to bed routine and on every third night the camp night watch.



12. Be responsible for leading the age group on one of the weekend excursions.
13. Run the arrival's and departure's programmes for the assigned age group.
14. Be responsible for carrying out constant formal and informal sports observations and meet with staff to have constructive feedback.

MANAGEMENT

1. Meet daily with monitors and, as required, with teachers and inform them of all matters related to the camp or any other pertinent issues.
2. Meet daily with other coordinators (TEFL and Welfare).
3. Meet daily with Camp Director and pass on any relevant information and request needed programme information.
4. Monitor in all areas staff performance and give regular feedback to staff on their performance, both positive and critical, as relevant. At all times keep Camp Director informed on staff performance and problems.
5. Be a constant presence during all camp activities 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 upholding camp rules and regulations for staff conduct.

OTHER GENERAL DUTIES

1. Assist in the preparation of the camp site on the weekend before the staff arrival.
2. Monitor the welfare of the children in the age group at all times and discuss regularly with age group welfare monitor about the action taken to deal with problems of the children.
3. Carry out all tasks asked of you by the Director, professionally and thoroughly.
4. As required participate in hygiene check with other coordinators.
5. Manage staff in the carrying out of set up/tidy up tasks:
 - a. For Start of Camp during training week.
 - b. Before Departures and Arrivals.
 - c. At end of camp as part of tidy up.

Returnee Coordinators (Do all the above responsibilities but in addition)

- Are expected to be positive role models to all new coordinators.
- Are expected to support and provide assistance to new coordinators whenever needed.
- In case of illness, may be needed to cover for more senior staff.

Head Coordinators (do all above plus returnee responsibilities)

- Will take part in management training week, one will also come out a week earlier and be paid an extra bonus for preparing everything for management training week.
- Will lead combined evening entertainments like Casino Night and Awards Ceremony and will be the overall in charge coordinator during any event or activity when the age groups are combined.
- Will run the daily coordinator meeting.
- Is expected to provide constant support and assistance to both new and returnee coordinators as they deem is needed as is assigned by the Camp Director.
- In case of need may be assigned by Central Office to cover for Camp Director.

HOURS OF WORK:

The hours of work for a 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 (in training weeks time off will be spread over several days, for example half a day of on one day and half on another - this time off is SET by the training programme and this factor must be understood by all potential applicants) and usually on good days (i.e. ones with few problems) be able to take around a 2-3 hour break in the morning. Each week Activity Coordinators also have a morning off which combines with a night when they are not on night watch in order to allow them to have a needed lay in to recharge their batteries. Activity Coordinators will be the night watch responsible every second or third evening and be required to be on site all night on those days. All staff are also always required to stay on site at night on pre-departure Fridays and on all Sundays.

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 Camp Site Director about job performance and objectives. Also the Camp Site Director and/or Assistant Director will be available at any time to discuss concerns or problems that may occur.

POSSIBLE FUTURE EMPLOYMENT:

TECS runs a year round academy, therefore for teachers who display the correct attitude and work performance level there will be the opportunity of year round employment with us.

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

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).



STATEMENT OF WRITTEN PARTICULARS

POSITION: ACTIVITY COORDINATOR

DATES OF WORK

- **Pre Camp Training Weekends:** Training Planning Weekend: 20th and 21st April (Dates are approximate).

Starting Dates	<ul style="list-style-type: none"> • Arrive on Sunday the 16th of June 2019. • Management Training Week: 17th-23th June. • Staff Training Week: 24th June – 29th June • Camp Work Start Date: 30th June (camper's arrival).¹
Work Dates (until the <u>end</u> of the day)	<ul style="list-style-type: none"> • Fortnight 1: 30th June – 13th July 2019 • Fortnight 1+2: 30th June – 27th July 2019 • Fortnight 1-3: 30th June – 10th August 2019 • Fortnight 1-4: 30th June – 24th August 2019

(There will be an end of camp dinner and party for Anglo Camp on the 14th July, for Little Village, Magic Village, and Family Camp Gredos on the night of the 27th July. In Family/Go/Day camps there will be a dinner on the night of the 27th July for those working in July and another one on the 24th August for those staff also working in August. Staff are permitted to sleep on site the night of their end of camp dinner and party but must leave before 12 noon.)

Strong candidates should apply even if the exact dates of training weeks do not perfectly suit.

NOTE: Apart from our summer camps we also run various school camps in the month of June so there are options for extra weeks of work for those who are available. If interested, please indicate on application and in interview.

WAGE

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

Position	No. of fortnights worked	Wage	Possible Performance Bonus ²	TOTAL POSSIBLE WAGE
Activity Coordinator	Fortnight 1	€ 550	€ 100 (E), € 75 (EX +VG), € 45 (G)	€ 550 – € 650
	Fortnight 1+2	€ 1100	€140 (E), €100 (EX +VG), €60 (G)	€ 1100 - € 1240
	Fortnight 1-3	€ 1650	€180 (E), €125 (EX +VG), €75 (G)	€ 1650 - € 1830
	Fortnight 1-4	€ 2200	€220 (E), €150 (EX +VG), €90 (G)	€ 2200 - € 2420
	Fortnights 1+2 (and extra week)	€ 1375	€140 (E), €100 (EX + VG), €60 (G)	€ 1375 - € 1515
	Bonus Type			Amount
Other Possible Bonuses	Training Responsibilities ³			€200
	Head Activity Coordinator ⁴			€100
	Activity Coordinator Trainer ⁵			€275

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

² This is a possible performance related bonus. TECS provides standard reference gradings (Exceptional (E), Excellent (EX)= Very good (VG), Good (G), To Standard Required, Below Standard Required, Unsatisfactory) and believes in reward staff, with the bonuses stated above, should their performance be deemed to be above the minimum standard required (i.e. Good and above). These bonuses will be based on the reference grading as decided on by the camp director. An employee is NOT entitled to any bonus should they be deemed to have done a performance that is deemed to be "To Standard Required", "Below Standard Required" or "Unsatisfactory".

³ All management staff receive 200€ for their responsibilities during the training weeks (Getting trained and running the staff training week). Management staff who don't attend the full management week but do attend management training weekend and run staff training week and do attend an extra training day, will receive 100€ in place of 200€.

⁴ There are only Head Coordinators in Family Camp and always it is a returnee coordinator selected by the Director of Language Camps. The bonus is ONLY for doing responsibilities very well as judged by Camp Director and it is not guaranteed.

⁵ This will involve coming a week earlier than other coordinators, arrival: 10th June, and involve getting everything ready for the management training week. Often this position is filled by all year round TECS staff. This bonus is only given to non-year round TECS staff as year round ones receive payment for this week already.





Other Conditions:

- Accommodation throughout contract length.
- All meals will be provided from the beginning of staff training weekend, and some but not all before then.
- 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.
- All as stated above in “benefits of the job”.
- As we believe in team bonding there will be social events organised in the evenings during Management training week, including the Sunday arrival evening, which you are expected to attend in order to create the best management team possible.

Application Process

RECRUITMENT PERIOD

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

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

INTERVIEW PROCESS

In order to apply to work with us as an activity coordinator 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 majority of interviews will take place by skype or landline call, although candidates from the main cities in Ireland may be contacted to do their interview face-to-face in either Cork, Limerick, Galway or Dublin during the Ireland Interview dates mentioned above.

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 manager that 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.

You will generally hear back from us about whether you are successful in getting a contract offer with us within 2 weeks of doing an interview.

PRE-INTERVIEW READING FOR AN ACTIVITY 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 <https://tecsemployment.com/manuals/>. If you were invited to do an interview, you would receive the log in password in the interview email.

An Activity Coordinator candidate is required to read the following prior to an interview:

- Coordinator Manual (read in detail chapters 1-3 and Activity Coordinator part of chapter 4 and review the rest)



- General Manual (review all and read chapter 4 in detail)
- Camp Structure Manual (review all)

READING IN EVENT OF A CONTRACT OFFER

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

- Coordinator Manual (all in detail)
- General Manual (all in detail)
- Camp Structure Manual (General Docs and Camp specific section 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)
- Creative Project Manual (only needed for Seniors, Freshmen and Magic Village coordinator: general notes in detail and review individual Project write ups)
- Excursion Manual (general notes in detail and review individual Excursion write ups)
- Get Ready for Camp (review all)

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 TO CAMP

As training for managers will take place in our base camp in El Puerto de Santa Maria all staff must make their own way to either the camp itself (See address below), the train station in El Puerto de Santa Maria or the airport in Jerez de la Frontera where we can organize for them to be collected if organized with us in advance.

Location of Central Office:

(Arrival for training weeks at this venue)

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

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