



# Beau Soleil

Collège Alpin International

## JOB DESCRIPTION

<b>Title</b>	Deputy Head of Summer Camp
<b>Department</b>	Marketing & Admission
<b>Reports to</b>	Head of Summer camp
<b>Location</b>	Villars-sur-Ollon

<b>Purpose</b> <i>(why the position exists, <b>within</b> what limits and with <b>what</b> objectives)</i>	<p>The Deputy Head of Summer Camp will be responsible for assisting the Head of Summer Camp with the successful planning, organization and running of the annual summer camp at Beau Soleil. He/she will ensure that the admissions process and follow up is of a high standard, with a responsibility for all administrative tasks associated with the summer camp. He/she will work closely with the Head of Summer Camp to continue to develop the summer camp as a premium product and promotional tool for entry to Beau Soleil for the full academic year.</p>
<b>Key Responsibilities</b>	<p><b>Responsibilities prior to the Summer Camp</b></p> <ul style="list-style-type: none"><li>• Follow up of enquiries and processing of camp admissions</li><li>• Sales and promotion of summer camp</li><li>• Liaise with Beau Soleil team to assure camp organization including: transport manager, medical team, finance department, operations team, kitchen and others as necessary</li><li>• Preparation of camper rooming lists &amp; groups</li><li>• Administrative tasks linked to the Summer camp</li><li>• Processing and tracking of invoices</li><li>• Assist Marketing &amp; Director of Admission with camp promotion and recruitment of campers</li></ul> <p><b>Responsibilities during Summer Camp</b></p> <ul style="list-style-type: none"><li>• Shared responsibility with Head of Summer Camp for daily running and general organization of camp and management of camp staff</li><li>• Daily oversight of the successful organization of lessons, activities and transport</li><li>• Management of daily cash and expenditure</li><li>• Dealing with any changes to planned activities during the camp</li><li>• Daily administrative tasks</li><li>• Take responsibility for ensuring that the camp organization and working arrangements are in line with the school's child protection policies and procedures</li><li>• Payment and finalization of all camp invoices</li><li>• Assistance with preparation and shut down of campus for summer camp</li><li>• Other tasks as required</li></ul>



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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• At least 3 years previous experience in similar roles</li><li>• Fluent in French and English, written and spoken, additional languages are an asset</li><li>• Excellent IT skills and experience working with CRM systems</li><li>• Previous experience working with children and young people, ideally in a camp setting</li><li>• Awareness of child protection regulations and best working practice to ensure these are met</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication, organisational and event planning skills</li><li>• Ability to plan and work to deadlines</li><li>• Ability to build relationships with people from a wide variety of cultural backgrounds</li><li>• Able to work independently</li><li>• Proactive and focused</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• A positive, dedicated and warm personality</li><li>• Strong attention to detail</li><li>• Excellent communication skills</li><li>• Ability to remain calm under pressure</li><li>• Willingness to take on multiple tasks</li><li>• Self-motivated and enthusiastic</li><li>• Stress resistant</li><li>• Team player</li><li>• Flexible</li></ul>