



Beau Soleil
Collège Alpin International

Head of Summer Camp

JOB DESCRIPTION

CREATED JULY 2020

Purpose

As Head of Summer Camp you will be responsible for the successful planning, promotion, organization and management of the annual summer camp at Beau Soleil. He/she will be responsible for the planning & reservation of activities, the recruitment, training and management of summer camp staff, summer camp promotion and admissions and take responsibility alongside the Deputy Head for the day-to-day running of the camp during the summer period.

As Head of Summer Camp you will continue to develop the summer camp as a premium product and promotional tool for entry to Beau Soleil for the academic year....

Location

Collège Alpin Beau Soleil in Villars-sur-Ollon, but may also include travel for overseas marketing

Reports To

The role reports to the Director of Marketing.

Key Responsibilities

As Head of Summer Camp you will take responsibility for ...

Prior to the Summer Camp

- Recruitment of campers to meet annual admission target
- Planning and reservation of all camp activities and creation of a camp programme
- Recruitment, training and management of summer camp staff
- Work with Beau Soleil team to assure camp organization including: transport manager, medical team, finance department, operations team, kitchen, etc.
- Assure the camp organization and delivery is in line with the approved budget
- Assist the Director of Marketing & Director of Admission with the camp promotion
- Weekly tracking and reporting of KPIs
- Assure standard operating procedures and risk assessments are in line with summer camp operations, including use of external venues and providers, liaising with the Director or Co-curricular Activities
- Assist Head of Summer Camp Academics to ensure success of language programme
- Line manage the Deputy Head of Summer Camp

Whilst the Camp is in Session

- Responsibility with Deputy Head of Summer Camp for daily running and general organization of camp and management of camp staff
- Responsibility for the management of the summer camp staff
- Deal with any personnel issues, any pastoral issues, and change to planned activities during the camp
- Take responsibility for the successful preparation of the school for summer camp and the closing down of the camp after it ends
- Take responsibility for ensuring the camp organization and working arrangements are in line with the school's safeguarding policies and procedures

- De-brief / survey staff and campers for feedback regarding the summer camp

As a Member of the School Community

Be proactive and engaged throughout the year:

- To make a positive contribution to the school community
- To support, trust and inspire one another to be the best we can be
- To treat everybody as an individual and give people the confidence to be themselves

Other Requirements

- Contribute positively to the morale and community spirit in the school
- Work effectively in different teams
- Inspire trust and confidence in campers, colleagues and parents
- Work collaboratively and with a commitment to continuous improvement
- Assist in whole school marketing initiatives and contribute to the growth of the school
- Keep knowledge of wider professional developments up to date
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements

Education and Professional Qualifications

- At least 3 years management experience in a Summer Camp setting

Experience

- Proven ability to provide leadership, motivation and supervision of a team of staff
- Previous experience working with children and young people
- Experience managing and working at international summer camps either in schools or other major organizations in Europe or North America
- Experience in event management
- Awareness of child protection regulations and best working practice to ensure these are met

Person Specification

- Bilingual in English and French
- Excellent communication, organizational and event planning skills
- Able to work independently
- Proactive and focused
- A positive, warm and good-humoured team leader with a strong sense of perspective
- A skilled communicator across all contexts, adept at building relationships
- Team player
- Flexible and creative in responding to challenges
- Willing to embrace change and innovation
- A reflective practitioner who constantly looks for ways to improve

Safeguarding and Right to Work

- Hold a current enhanced Disclosure and Barring Service certificate or equivalent for countries lived in outside the UK.
- Compliance with visa requirements for working in Switzerland.
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required.

Remuneration

Competitive remuneration and benefits based on experience.