



Job description **Summer Camp Residential Leader**

Essential Position Requirements:

- Fluent spoken and written English
- Good computer skills
- Current First Aid Certificate
- Current and clean Driver's license held for at least 2 years
- Clean criminal records check
- EU citizen or a right to work in Austria

Desirable Position Requirements:

- Teaching (PGCE/ QTS etc.)
- EFL (e.g.: TEFL, TESOL, CELTA, DELTA)
- Management
- Specific activity coaching awards (Sport, Art, Drama)
- Nurses or healthcare professionals
- Lifeguarding or water rescue qualifications, or any other outdoor qualification
- Boarding/residential camps experience

In July and August, St. Gilgen International School is offering an exceptional Summer Camp experience open to children aged between 10 and 15 from around the world.

The programs will combine language instruction, in either English or German, with outdoor adventure and Austrian cultural immersion. The residential advisor would start work from the beginning of July to help with the set up of the camp and finish on Sunday 8th August after packing up the camp. They will be rostered on for approximately 40 hours a week and be required to work overtime as and when required by their on call roster.

Job purpose:

To ensure the smooth operations of the residential aspects of the StGIS Summer Camp. With the support of the Summer Camp Coordinator and/or the Houseparent of the Summer Camp, Residential Advisors will take on the operational leadership and management of the Boarding House and be fully immersed in the Summer Camp Program

Responsible to:

Camp Coordinator and/or Houseparent

Responsible for:

All Summer Camp students

General

- 1.0 Ensure the fun, safe and happy climate within the residential setting.
- 1.1 Ensure the smooth running of the boarding house including meal times, bed times and housekeeping.
- 1.2 Accompany boys or girls to various locations outside the school campus as necessary.
- 1.3 Lead activities as qualified and required.



- 1.4 Exercise sound judgement in attending to pastoral, discipline and academic concerns as appropriate and reporting others as necessary.
- 1.5 Provision of medical and first aid support in line with training.
- 1.6 Ensuring a high profile presence within the house and maintaining an approachable disposition.
- 1.7 Other duties as reasonably assigned by the Head of Boarding or those delegated this responsibility.

Boarding Routine

- 2.0 Ensuring that all responsibilities allocated to students are carried out properly. This will include supervision of various house activities and routines such as meals, and bedtimes.
- 2.1 Ensuring house procedures are followed and house rules are enforced.

Time Off:

While every member of staff will be entitled to a weekly 36 hour period off, the days are long and this can be very tough.

Pastoral Care

- 3.0 Modelling kind and positive behaviours in all interactions.
- 3.1 Being a source of support for students, listening well and providing appropriate advice when solicited.
- 3.2 Helping students to develop correct habits: general personal routines, at table, in shared living spaces, for time management and for dealing with physical needs.
- 3.3 Ensuring the neat and appropriate appearance of each student taking into account camp requirements, occasion, and activity.
- 3.4 Supporting students in the organisation of their personal belongings and space.
- 3.5 Supporting each student in leading a healthy lifestyle with regard to eating habits, physical movement and personal hygiene.
- 3.6 Being proactive in mitigating any risky behaviour.

General code of conduct:

- 4.1 It is expected that boarding staff will conduct themselves in a very responsible and conservative manner at all times in school, boarding houses and the village. Staff must ensure that they always enhance the reputation of the School and do not bring the school into disrepute.
- 4.2 Visitors are not permitted, and staff members of the opposite gender should not enter the boarding rooms, unless in an emergency or where a child is at risk and there is no person of the same gender available.
- 4.3 Boarding staff must be flexible and ready and willing to place the needs of the students above their own.
- 4.4 The school does not condone smoking or other tobacco related products.

Benefits:

To support the post holder in the fulfilment of the terms of this Role description, the school undertakes to provide, within the limitations of available resources:

- 5.0 Induction briefing
- 5.1 All meals for the duration of the camps
- 5.2 Accommodation
- 5.3 No cost for participation in camp based activities where numbers and ratios allow
- 5.4 Online Child protection, and food handling courses
- 5.5 Gross Salary starting at approximately 2700 Euro including board & food (this may vary depending on qualifications and experience).