



St. Gilgen
International
School | SALZBURG
AUSTRIA

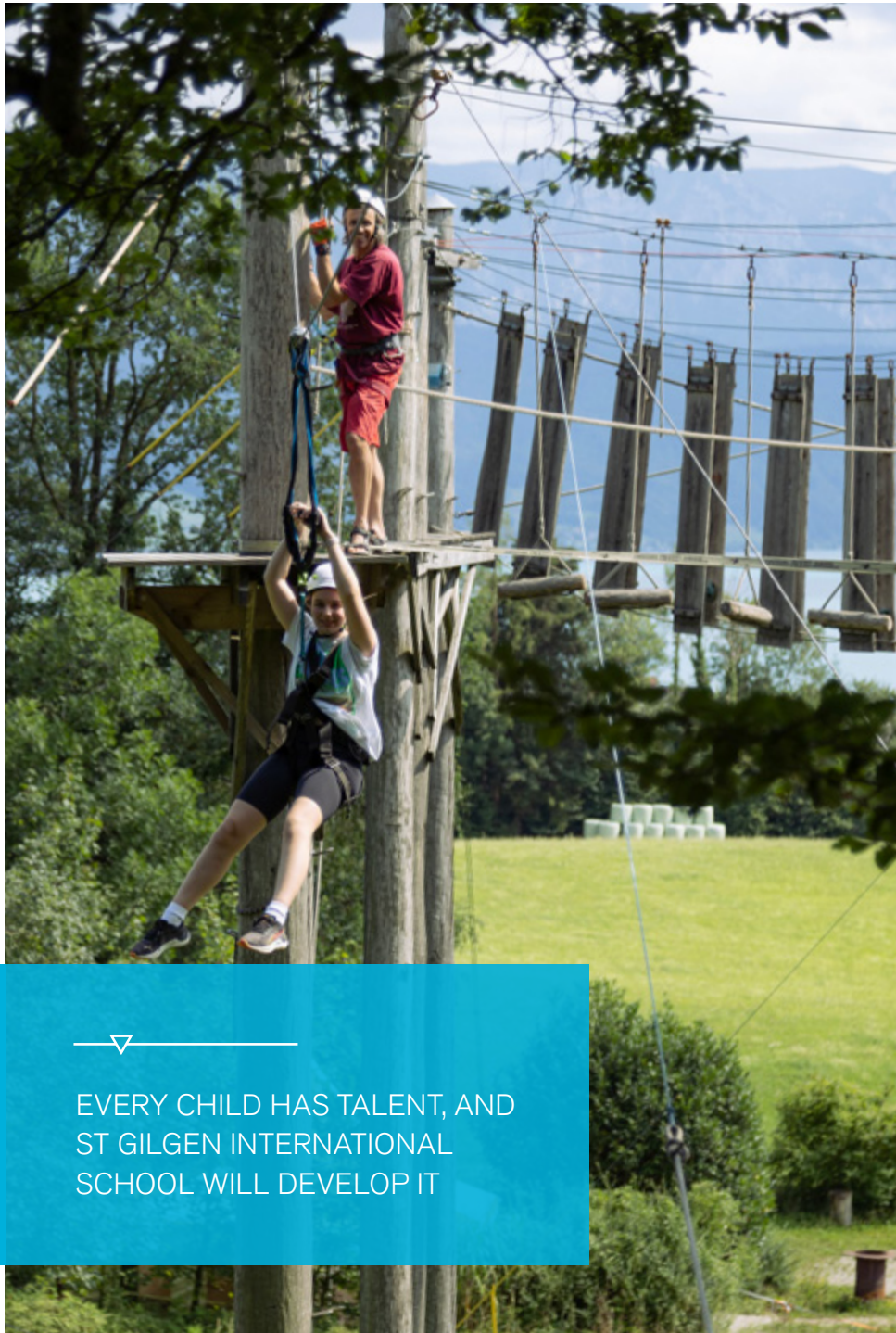
Path of Excellence



Camp Coordinator



APPLICATION PACK FOR JUNE 2026



EVERY CHILD HAS TALENT, AND
ST GILGEN INTERNATIONAL
SCHOOL WILL DEVELOP IT

Welcome to St. Gilgen International School

JOIN OUR NEXT CHAPTER

St. Gilgen International School (StGIS) is a co-educational boarding and day school for students aged 9 to 18. Since the founding in 2008 we have seen consistent year-on-year progress and growth across the entire school.

In May 2016, ownership of the school passed to a foundation of parents of the school community (Privatstiftung). This ownership model harnesses our community spirit and drives us to work together in a continued effort to improve our already excellent school.

In recent years, under this ownership and governance model, we have grown our student numbers, become an accredited IB MYP school, successfully completed CIS and IBDP re-accreditation and put in place systems and structures to ensure our long-term sustainable future. As a school, we are now focused on going from strong to stronger as we write our next chapter together.

As such, now is the time to join StGIS and become a part of something uniquely challenging and rewarding.

St Gilgen International School is a **friendly** and **purposeful** place to work; we aspire to high standards in a low threat atmosphere of collaboration and mutual support.

"A GOOD EDUCATION PREPARES
STUDENTS TO BE INDEPENDENT
THINKERS, WHO ARE CONNECTED,
CARING, INVOLVED, ETHICAL AND
RESPONSIBLE"

Martina Moetz
Head of School



Mission, Vision & Values

THE PATH OF EXCELLENCE

We empower students

Every student comes to us with their own unique knowledge, skills, energy and ideas. We provide our students with the tools and guidance to master their own educational path. However, we also recognize that young people need careful guidance and direction, and our small, safe and respectful community ensures that these essential conditions for learning are in place.

To reach their fullest potential

We believe that every student has talent and St Gilgen International School will develop it! It is not enough to just have potential, our students are encouraged to work hard and to believe that they can achieve more and go further.

Have a positive influence on the world

Our students will go out into the world, well prepared to be global citizens, who contribute, get involved, live responsibly and ethically, and build kind and caring communities.

To discover a lifelong love of learning

To live a worthwhile and meaningful life, it is essential that our students never stop the process of learning. This is the legacy that they will take from St Gilgen International School – to always be curious, interested, adventurous and engaged. We strive to ensure that every student is equipped and supported on his or her individual *Path of Excellence* and we never compromise on our three promises: **Excellence in care**, **education** and **activities**.



Our Location

AN OUTDOOR & CULTURAL PARADISE

Austria is a beautiful country which is both safe and nurturing. A unique feature of our school is its idyllic setting embedded in the village of St. Gilgen on Lake Wolfgang.

The beauty of our environment allows us to enjoy **exceptional opportunities** for outdoor adventure, including mountain biking, rock-climbing and hiking as well as sports such as skiing, sailing and horseback riding. Indeed, in the winter months students (and staff) can ski and snowboard every weekend. Our staff and students benefit from a healthy lifestyle with fresh, clean air, away from the hustle and bustle of towns and cities.

St Gilgen's proximity to the rich cultural centre of Salzburg offers our community the opportunity to experience top-class music and theatre. In addition we can enjoy weekend visits to the art galleries and museums of the beautiful cities of Vienna and Munich. StGIS is located in the village that was home to Mozart's mother.

Transportation links via the international airports in Salzburg, Munich and Vienna mean that access is straightforward from global destinations; in addition, Salzburg is served by an excellent European rail network.



Camp Coordinator



JOIN OUR WORLD

Working in collaboration with the Marketing Manager and School Leadership, the Camp Coordinator will provide oversight and leadership in all operational and strategic aspects of the camps. This includes managing admissions, designing and preparing the camp programs, forecasting and monitoring budgets, recruiting and supervising staff, and ensuring that each camp runs smoothly from preparation through to evaluation and follow-up.

The Camp Coordinator will be responsible for building a strong team of instructors and support staff, fostering a safe and engaging environment for all participants, and ensuring that programs are creative, diverse, and aligned with the school's mission and ethos. Effective communication and collaboration with families, staff, and the wider school community will also be essential to maintaining trust and delivering a high-quality camp experience.

In addition to program oversight, the Camp Coordinator will analyze outcomes and feedback, prepare reports for leadership, and implement improvements to ensure continuous growth and excellence in future camps. The role requires a high level of organizational skill, financial awareness, leadership ability,

and a commitment to providing exceptional experiences for children and families.

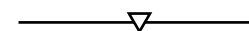
Ultimately, the Camp Coordinator will ensure that StGIS Camps are delivered to the highest standard, reinforcing the school's reputation for quality and care, while also supporting the long-term recruitment goals of StGIS.



"ADVENTURE IS WORTHWHILE IN ITSELF."

- Amelia Earhart -

Overview of Role



CAMP COORDINATOR

Planning & administration:

1. Develop risk management plans for all activities undertaken as part of the program, as well as relevant crisis management strategies.
2. Develop systems and maintain positive relations with all ancillary service providers (catering, transport, housekeeping, school medical, HOD Outdoor Activities and HOD Movement and Wellbeing).
3. Liaise with Admissions on recruitment of students to the program.
4. Take responsibility to recruit students via school agents.
5. Liaise with the Marketing Manager on promotion of the program.
6. Responsible for all parental communication following closure of the admissions deadline.
7. Responsible for inventory take over from the departments Activities, Boarding, Medical, Sports & Boarding.

Recruitment & training:

1. Staff the Program with teachers, activity leaders and house parents to ensure a safe and engaging program.
2. Liaise with the Head of Operations and Business Administration to ensure all contracts are in place and necessary safer recruitment practices are followed.
3. Train all staff in school operating procedures and ensure they are aware of the school behavior expectations and code of conduct.

Budgeting:

1. Develop and operate within the given budget.
2. Keep receipts and records of spending.

Overview of Role

CAMP COORDINATOR

Facilitation:

1. Oversee all aspects of the program.
2. Work on the Camp as senior House Parent and/or Head of Activities, living in the boarding house.
3. Pitch the program at an appropriate level for all students to ensure they have maximum value and enjoyment of their experience, whilst maintaining high expectations of student behavior and conduct.
4. Ensure all students' transfers from airports occur safely and smoothly.
5. Act as the Camp Safeguarding officer.
6. Ensure that health, hygiene and safety protocols are followed at all times.
7. Ensure all staff discharge their responsibilities with professionalism and integrity.
8. Be the point of contact for all parental communication and feedback regularly to parents.
9. Manage the school's resources in a responsible way.
10. Ensure all equipment/ resources/ teaching materials are ordered and available at the start of the camps.

Review:

1. Facilitate a full review of the program and submit this to the Head of School with recommendations.
2. Including staff, student and parent feedback.

Time commitment:

1. Camp set up and delivery **15 hours per week** over the year (flexible outside of the camps) for **6 weeks of Camp** in July and August every summer.
2. The dates will be confirmed yearly in the fall term of the school year before the Camps
3. 10 hours per week over the year (flexible) are dedicated to Marketing work and Agent collaboration.
4. These 25 hours work per week are an average per year as per contract.

Qualities & Experience

STRONG TO STRONGER WITH US

Essential

- A relevant qualification, excellent knowledge and passion.
- At least 2-years of experience.
- Alignment with our school Mission, Vision and Values, and the mission of the IB.
- A 'risk-taker' with a growth mindset.
- A relevant degree, and recognized qualification.
- Creativity and professional rigour.
- A passion for, and willingness to contribute to, the school's diverse co-curricular program.
- Enthusiasm for being part of a busy 24/7 boarding school, including activities and evening / weekend commitments as needed during Camps.
- Excellent sense of humour, and a collaborative 'team player'
- EU citizen or work permit for Austria

Desirable

- A postgraduate degree (preferably in the field of Education).
- Previous experience working in a boarding school (or similar residential) environment.
- Current, clean driver's license valid for use in Austria.

We Offer

- A 'close-knit' school community; built on strong relationships, where teachers, students and parents work together in a productive and purposeful environment.
- Inspirational location, excellent facilities, and stunning natural surroundings.
- A strong focus on professional development and growth within a collaborative atmosphere of **high standards** and low threat.
- The chance to live in a safe country with excellent public health care and other significant social benefits (including a good state pension scheme).

Application Process

JOIN OUR TEAM

To apply, please complete the Apply Now online application form via the TES website; alternatively, submit the following as one PDF document to our Human Resources Department (humanresources@stgis.at):

- A letter of motivation (1-page of Arial font 11)
- A full CV without gaps
- The names and contact information for at least 2 referees, one of which should be from your most recent employer

Only those called to interview will be contacted. Long-list first round interviews will take place via video conference with the relevant Head of Department and SLT member. Short-list / second round interviews will involve a conversation with the Head of School and may also include a visit to StGIS in Austria if this is considered necessary.

Following the interview process, we aim to make a decision quickly and inform all short-listed candidates of the outcome as soon as possible. A 'verbal' agreement will be expected at this stage, to be followed by contractual arrangements. Please note We reserve the right to appoint before the closing date if an exceptional candidate is found.

Data Protection

By submitting your personal data to St Gilgen International School as part of an application for employment, you consent to the lawful use of this data as reasonable and necessary within the normal expectations of the recruitment process. You also confirm that the personal data of any third parties (such as referees) is being provided with their consent.

Safeguarding and Child Protection

St Gilgen International School is fully committed to maintaining the safety and wellbeing of our students; as such, any offer of employment is subject to our safe recruitment practice.



St. Gilgen
International
School

SALZBURG | AUSTRIA

St. Gilgen International School

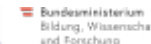
Ischlerstrasse 13

5340 St. Gilgen, Austria

P +43 6227 202 59 | F +43 6227 202 59 10

www.stgis.at | info@stgis.at

Accreditation and Membership



Scholarship Sponsor

