



Job description **Summer Camp Residential Leader**

Essential Position Requirements:

- Fluent spoken and written English
- Current First Aid Certificate
- Current and clean Driver's license held for at least 3 years, and prepared to drive children safely in our school vehicles.
- Clean criminal records check
- EU citizen or a right to work in Austria
- Boarding/residential care experience

Desirable Position Requirements:

- Teaching (PGCE/ QTS etc.)
- EFL (e.g.: TEFL, TESOL, CELTA, DELTA)
- Specific activity coaching awards (Sport, Art, Drama)
- Lifeguarding or water rescue qualifications, or any other outdoor qualification
- German Language Skills

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 a few days prior to the start of the camps in July to help with the set up of the camp, have an induction to the village, school and its surroundings and the school vehicles. They would finish the day after the end of the camps. They will be rostered on for approximately 40 hours a week and be required to work overtime which is paid on top of the base pay, 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 Leaders will take on the operational leadership and management of the Boarding House as part of a small team 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 a 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/Drive campers 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, and discipline concerns as appropriate and reporting others as necessary.
- 1.5 Provision of medical care 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.
- 1.8 Ensure daily schedules are adhered to and all children are prepared with what they need

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 per week, the days are long and this can be very tough yet very rewarding work.

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. Or behaviour that could damage any of the camp facilities or equipment.
- 3.7 Be responsible for the health, safety and welfare of our campers for the duration of their stay
- 3.8 Look after campers' well-being outside of program times (usually from 5.30pm) – provide 'out of program' care from the end of daytime activities through to the following day's breakfast
- 3.9 Control and manage all medications held at camp and administer medication as required
- 3.10 Provide first aid as required and manage first aid supplies
- 3.11 Attend to any illnesses or sicknesses in-house
- 3.12 Manage any pastoral issues (medical, bullying, homesickness, night security, hygiene etc) and act as case-worker for campers with specific issues
- 3.13 Put campers to bed in the evening and wake campers each morning at the designated time(s)
- 3.14 Lock up in the evening and patrol premises at regular intervals, and ensure the security of the boarding house.
- 3.15 Respond to nighttime incidents and action emergency procedures as required – including medical care and fire warden duties
- 3.16 Document recording as per camp protocol eg maintaining document logs and incident report files



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 on campus.

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 Boarding, and Online Child protection courses.
- 5.5 Gross Salary starting at approximately 2700 Euro (this may vary depending on qualifications and experience).
- 5.6 A friendly/ supportive team