



**SURVAL MONTREUX**  
GIRLS' SCHOOL IN SWITZERLAND

## **SURVAL MONTREUX SUMMER CAMP** **International Boarding School for Girls**

**A Bellevue School**  
**Member of GSA and BSA**  
**COGNIA accredited**

### **Activities Coordinator**

**Full-Time**

**Employment Dates: Wednesday 21 June – Sunday 6 August 2023**  
**Deadline Application: 20 January 2023**

The Activities Coordinator is responsible for the coordination and where needed, delivery of the Performing Arts, Fine Arts, STEAM and Adventure programmes, providing guidance to the Activity Leaders and ensuring quality within delivery. The Activity Coordinator is primarily responsible for the management of staff within the each programme, working with teachers to provide an innovative, motivating and experiential learning for all girls, ensuring that teachers specialism is maximised. The Activity Coordinator must hold the appropriate qualifications or show experience in leadership of curriculum and staff.

#### **The Role**

- To inspire department members by personal example and hard work.
- To coordinate the production of plans and to implement an effective and engaging programme.
- To be responsible for the quality of and where needed, improvement of the teaching and learning in the camp.
- To be responsible for maintaining discipline in the camp including supporting staff during lessons when appropriate.
- To play a major role as a middle manager in the development of all aspects of the Summer Camp, including its policies and their implementation.
- To act as the lead communicator with parents, taking responsibility for effective methods of communication with the parents and relevant parties.
- To identify and applaud areas of success for individual teachers and the camp.
- To work with the Activity Leaders to ensure comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils
- To act as the initial person for others to contact regarding all issues relating to the camp.
- To liaise with the other Coordinators in order to ensure cohesion within the camp.
- To provide helpful and accurate responses to parent/carer enquiries.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.



Route de Glion 56, 1820 Montreux, Switzerland

✉ [info@surval.ch](mailto:info@surval.ch)

☎ +41 (0)21 966 16 16

🌐 [www.surval.ch](http://www.surval.ch)

📷 [@SurvalMontreux](https://www.instagram.com/SurvalMontreux)



### Responsibility

- Contribute fully to the whole camp programme, including sessions, activities, outings and trips
- Attend various pastoral or social activities, trips and excursions.
- Assist with arrival and departure days, including responsibilities such as escorting students from and to the airport, and around the school campus.
- All Staff are expected to contribute to the student feedback, parental requests within progress and reports, camp awards, including celebration assemblies.
- By nature of camps, they are demanding and busy, all camp staff must remain flexible and adaptable to the needs of the campers. At times and in unforeseen circumstances, there may be a need to change activity or timings, it is an expectation of all summer camp staff that they are flexible to this.

### Daily Routine

- AM: Activity Staff are required to join the camp at 11am each morning (10am Thursday), engaging with students before and during lunch and promoting a positive atmosphere.
- PM: Activity Staff are responsible for the delivery and smooth running of the Activities programme running from 1pm-6:30pm daily.
- To promote the camp experience, staff are asked to join the camp for lunch and dinner each day, engaging with students and promoting a positive atmosphere.
- Where the evening entertainment is calendared, the Activity Coordinator is to be fully responsible for the organisation and management of the event. Including the promotion within the camp to staff and students.
- Afternoon sessions may be classroom based or excursions as directed by the camp timetable.
- All staff receive 1.5 days off during the week

This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Activity Coordinator in relation to the post holder's professional responsibilities and duties.

### Application

To apply for this position, please send your [application form](#), CV and letter of application (no more than two sides of A4) which states your suitability for the position and your relevant experience to Surval Montreux to Ms Pernille Mogensen, Principal's PA ([pernille.mogensen@surval.ch](mailto:pernille.mogensen@surval.ch)).

Please specify in your application form which position you are applying for and the dates you are available to work (a minimum of 3 weeks is required).

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

