



**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**

**Boarding House & Activities Assistant**

**Full-Time Residential**

**Employment Dates: Saturday 22nd June – Sunday 4 August 2024**  
**Deadline Application: 20 January 2024**

The Activities and Boarding House Assistant is responsible for the pastoral care and wellbeing of girls within the house along with the provision of afternoon and evening activities, providing and engaging and motivating experience for all girls. Boarding House Assistants must hold the appropriate qualifications or show experience in this area.

**The Role**

- To support the Boarding House Coordinator in the care and supervision of camp students, assisting with wake-ups, breakfast, evening activities and bedtime organisation.
- To support and lead sessions and activities in accordance with the camp programme, including themed sessions and excursions, largely during the afternoon and evening.
- Take an active role in the wider scope of summer camp, engaging with students outside of sessions during lunch (daily) and dinner times (daily)
- Support fully as a responsible adult during afternoon activities and excursions, engaging with students and ensuring their care, health, safety and wellbeing needs are met and assured.
- Support all themes of the camp (Languages, STEAM, Visual Arts, Performing Arts, Adventure) through appropriate use of languages and an engagement within the wider aims of the camp.
- Support (where considered appropriate) with additional activities are relevant to language development. I.e evening performances and excursions
- Attend daily briefing and team meetings where needed, assisting with preparation tasks and organisation beyond session hours.
- Assistants must hold a current first aid certificate – a copy of which to be provided before appointment.
- Assisting with airport transfers, checking students in and accompanying minors (UMs)

**Responsibility**

- Contribute fully to the whole camp programme, including sessions, activities, outings and trips
- All camp staff are required to support during the week and at the weekend.
- Attend various pastoral or social activities, trips and excursions.



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)   @Surval Montreux



- 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 student feedback, parental requests within progress and reports, camp awards, including celebration assemblies.
- By the 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.
- The Boarding House Assistants timetable is structured to support the needs of the camp timetable, therefore, applicants should be willing to be flexible in their time, understanding they may be required to be on duty for early mornings or late evenings.
- When on bedtime duty in the evening, the staff concerned are expected to be in the house as the children return from their evening activities and to remain in the building to assist with students until 23:30.

### 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.**

