

JOB DESCRIPTION
SUMMER CAMP HOUSE ADVISORY ROLE 2019
LOVELL INTERNATIONAL CAMPS AG, CH-3792 Saanen, Switzerland

JOB DESCRIPTION

TITLE: HOUSE ADVISOR

RESPONSIBLE TO: the **Camp Owners, Directors and the Program Coordinators.**

**PERIOD OF:
EMPLOYMENT:** **Sunday June 30 to Monday August 19, 2019**

PROGRAM: There are two **3-week sessions** and **multiple weekly sessions** for **boys and girls** of all nationalities (mostly European). The camp is divided in three sections: kid's club (**ages 2 to 5**), junior camp (**ages 5 – 10**), senior camp (**ages 11 to 15**) and **Leadership Camp (ages 16 – 18)**.

Please refer to the enclosed information. Basically, the program is designed for children who want to have a holiday experience which includes a variety of sports, activities and excursions and the opportunity learn or practise the English language. English-speaking children have the option of studying French or Spanish for one and a half hours per day.

RESPONSIBILITIES: The House Advisor's job begins 15.00 until the children awake the next day. The house advisor will be assigned to coordinate programs and evening supervision for the junior (ages 5-10) or the senior (ages 11-15) campers. The House Advisor is expected to have all materials and plans ready for programs before they begin, this includes informing and assigning staff. This role includes: planning, scheduling and overseeing of afternoon and evening program, and supervising the boarders during the evening meal and free-time activities. Other staff members are also on duty until after evening program (9.00 p.m. and 11.00 p.m.) to assist with the program.

Along with the other household staff, the House Advisor will help to establish priorities, schedules, daily routines and special evening programs for the children. The House Advisor also works the Weekend program, including night duty supervision. He or she works Saturday or Sunday, along with other staff members, usually participating in an excursion with the boarding campers.

The House Advisor is required to participate in over night excursions, depending on the schedule.

The House Advisor is responsible for managing up to date first aid supplies and toiletries. Inform the Director, leaders and coordinators of items that need to be purchased.

The House Advisor is to keep a detailed log of camper's behaviour and any medication administered in the evening.

The House Advisor is to document programs by taking photographs daily. These photographs are to be shared with the Social Media team.

The House Advisor must ensure phones are been attended to and answered promptly between 18.00 – 21.00 each night and through out the weekends.

The House Advisor must ensure all laundry is completed, snack has been cleaned up and the lodge is left in a presentable manner at the end of each evening.

The House Advisor will assist with arrival and departure days.

The House Advisor must attend all staff meetings.

WORKING HOURS:

- Free Time:**
- according to individual timetable
 - 1 free day per week
 - 2 consecutive days off during July only

QUALIFICATIONS:

1. minimum age - 25
2. education - university degree or equivalent study in areas such as education, nursing, psychology, child care, physical education, etc.
3. experience working with or teaching children
4. skills - ability to take responsibility, to provide leadership, to teach, to organize
5. interests - caring for children, working with people, outdoor activities, sports
6. driving license - experience with driving vans

SALARY AND BENEFITS:

1. Salary is paid at the end of each month, and is dependent on experience and qualifications
2. Accommodation The house advisor is provided with accommodation in the Mountain Lodge.
3. Accident Insurance and Health Insurance