

John F. Kennedy International School

CAMP BOARDING ASSISTANT JOB DESCRIPTION



The Camp Boarding Assistant reports directly to the Boarding Leader with whom she/he will meet regularly, providing advice, feedback and information as required.

The Camp Boarding Assistant is to act as a support and mentor, providing participants with a fun and educational Camp experience. They will maintain a positive relationship with staff, parents and campers.

Key Responsibilities

- Active involvement in the operation and delivery of the Camp
- Participation in boarding activities and duties, including assistance with the planning and implementation of the boarding program.
- Participation in daytime activities depending on need.
- Attendance and supervision of weekly excursions depending on need.
- Participation in daily/weekly staff meetings with other Camp staff.
- Assistance with responding to parent questions and concerns promptly to ensure customer satisfaction.
- Contribute to photo/video collages.
- Ensure programs run on schedule and all required supplies are requested.
- Monitor the wellbeing and safety of Campers at all times by providing a high level of supervision.
- Review, complete and follow up on incident/accident reports.
- Positively support Campers, upholding the Camp agreements and code of conduct.
- Be a positive role model to all Campers and Staff.
- Help to keep premises operating smoothly by reporting any cleaning or maintenance issues.
- Ensure medication and First Aid is administered correctly and promptly.
- Other reasonable duties as position requires.

Person Specification:

- High energy, self-starter.
- A keen interest in extracurricular activities and boarding.
- Experience teaching or working with children in a camp or boarding setting.
- Excellent people skills and a friendly, responsible, service-oriented attitude.
- Strong communication and teamwork abilities.
- Empathy for children's needs and feelings across the age range.
- Must hold or looking to gain a First Aid certificate and a valid Swiss / EU Driving License.

Other Aspects

- The entire School site is a non-smoking area.
- All meals are provided for camp staff during the duration of the Summer Camp whilst on duty. Camp staff are not allowed to consume any alcoholic beverages when on duty.
- Overnight stays by third persons and use of the facilities must be authorized ahead of time by the School Director.
- The School is committed to safeguarding and promoting the welfare of children and persons appointed to the Swiss Outdoor Camp must be willing to undergo child protection screening as deemed appropriate to the post.