

## RESPONSIBILITIES AND DUTIES

### VETERAN VACATION CAMP COUNSELOR

The employee must, in collaboration with the other members of the counselor team and following the instructions of the camp director:

#### **Task: Participate, as part of a team, in the implementation of a pedagogical project consistent with the American Village educational project**

	<ul style="list-style-type: none"> <li>- Supervise and ensure the health and safety of participants at all times</li> <li>- Maintain English immersion</li> <li>- Organize and run the different times of the day</li> <li>- As a veteran counselor, help guide counselors and new directors in the implementation of the American Village program</li> <li>- Provide the camp director with the schedule and reports of the activities and classes organized during the camp and write the instructions of any new activities or classes</li> </ul>
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#### **Task: Support our young participants**

	<ul style="list-style-type: none"> <li>- Participate in the welcome, communication and relationship building between participants</li> <li>- Use effective and innovative teaching and communication techniques to optimize the learning of English during the camp</li> <li>- Accompany and supervise participants during group travel by train and/or bus between the departure points specified by the organizer (particularly Paris) and the reception center, both on the outward and return journeys.</li> <li>- Ensure the physical and emotional safety of participants during these journeys and the continuity of the American Village educational approach.- Ensure night monitoring of participants placed under your responsibility, if necessary</li> <li>- Conscientiously complete end-of-session reports with evaluation of each participant</li> </ul>
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#### **Task: Organize and run the activities program**

	<ul style="list-style-type: none"> <li>- Ensure the running of the general assembly and the evening program</li> <li>- Establish a schedule of activities in meeting with the camp director and the other members of the counselor team</li> <li>- Plan a rota of tasks to replace counselors on their day offs</li> <li>- As a veteran counselor, be a source of proposals in the conception of the camp program</li> </ul>
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#### **Task: Guarantee the correct usage of materials**

	<ul style="list-style-type: none"> <li>- Respect the rules of the camp site and prevent any damage before, during and after camps</li> <li>- Inform the children of the rules and ensure that they are respected</li> <li>- Participate in the setting up and maintaining a clean site, according to the instructions of the camp director</li> <li>- Clean or repair any camp equipment, when necessary</li> </ul>
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#### **Task: Assume one of the additional daily responsibilities, which may vary from session to session**

	« Daily Life » <b>Daily Life</b> : In addition to the tasks mentioned above, supervise and run daily life at camp
	« Language Counselor » <b>ESL</b> : In addition to the tasks mentioned above, prepare and lead English lessons adapted to the level of the participants
	« Language Counselor » <b>Activities</b> : In addition to the tasks mentioned above, prepare and lead recreational activities
	<b>« Daily Life » health/safety certification :</b> <ul style="list-style-type: none"> <li>- In addition to the tasks mentioned above, supervise and run daily life at camp</li> <li>- Ensure health monitoring (PSC1/French certificate of First Aid) or/and supervise swimming (PSC1/French certificate of First Aid &amp; lifeguard certificate).</li> <li>- As a sanitary assistant and/or lifeguard, a bonus of 10€ (gross) per day worked in this capacity will be attributed, in addition to the salary indicated in article 6 of the contract.</li> </ul>
	<b>“HLC” Head Language Counselor:</b> <ul style="list-style-type: none"> <li>- In addition to the tasks mentioned above, prepare and lead recreational activities</li> <li>- Supervise and help run the team in the planning of activities and classes, in line with the instructions of the camp director</li> <li>- Take on a role of responsibility in the care of camp materials, in line with the instructions of the camp director</li> <li>- As an Head Language Counselor, a bonus of 10€ per day (gross) will be attributed in addition to the salary indicated in article 6 of the contract for the number of days when the function will have been effectively carried out.</li> </ul>

#### **Carry out any other task relating to the position of Vacation Camp Counselor**

The duties and tasks in the employee's role are by nature scalable, in particular according to the organization defined by Nacel.

- In addition, the employee recognizes the general obligations that they fulfil their obligations towards the company:
- Ensure the function in the service of the interests of the company by respecting the directives of their immediate superior who will determine the priorities of tasks, in particular the organization of the tasks,
- Commit to the exercise of the function all their professional skills and knowledge,
- Prohibited of transmitting to third parties any information relating to the operation of the company, its customers, its commercial and technical methods, and in general, any information likely to cause it any harm whatsoever