



Job Description

Camp Manager Oyambre

About Star Surf Camps

Star Surf Camps started with one small surf camp in the summer of 2010 in Moliets in the Southwest of France. Over the last 10 years, we have opened more surf, Yoga and SUP camps in Spain and the Canary Islands.

For this summer, we are recruiting staff for two camp locations; Moliets, France and Oyambre, Spain. In both camps, guests experience the surf and yoga lifestyle whilst camping in our beloved tipi tents. Both locations accommodate guests in our standard shared tipis, as well as our upgraded tipis that provide that little extra comfort (e.g. electricity, light, bed frames). Moliets is our largest camp location, with the main camp (~150 guests) and the surf & yoga (deluxe) camps (~70 guests) located on separate plots on a camping site in the pine forest approx. 20 mins walk from the beach. Oyambre is our slightly smaller camp (~120 guests at peak) where our regular and deluxe guests come together in a shared social space. This camp is located on a camp site, 10 mins walking from the beach. Both camps offer lively entertainment throughout the week, incl. wine & cheese nights, day trips to other towns, and sporty activities.

About the Oyambre Camp Manager

- Dates: Early May to End of September (must be available full season, incl. training early May)
- Minimum age: 25 years
- Languages: English + 1 other language (Spanish would be a major plus)
- EU drivers license essential: Yes
- Must be available to spend some time in early March to help select hos/her team from shortlist.
- Must be available early May to get in touch with his/her team.

Your Tasks & Responsibilities

You are the overall responsible of the surf camp. Although you have various department heads covering specific areas of the camp, such as Head chef, Head Teamer, Entertainment Manager, Maintenance Manager, Head Surf coach, and Yoga team, it's your responsibility to oversee all these departments and to ensure all managers have the right tools to perform their tasks well. It's your task to operate the camp smoothly, and come up with solutions when issues come up.

Among your responsibilities are:

- Training, guiding, supporting and managing your management team, and ensuring they train and manage their teams well.
- Maintaining and pushing the quality of services provided at the camp
- Manage the incoming cash by counting, preparing off-loads, and preparing weekly reports
- Manage the budgets by ensuring all departments remain within their budgets and are reporting on expenses accordingly.
- Overseeing a smooth change-over day, giving guests a good send-off and a good welcome.
- Socialising with guests to ensure you know what's on their minds, and handle guest's complaints.
- Gathering weekly feedback form from guests, and summarise in a feedback report
- Hosting weekly meetings with both team and management team.
- Meeting (virtually) with camp owners and Moliets camp manager on a weekly basis to discuss incoming cash report, feedback and any issues you are dealing with.
- Preparing weekly payroll for your team and ensure reward system is used
- Maintaining staff morale and organising staff events to boost morale



- Dealing with any issues arising at the camp that may surpass the individual camp heads; e.g. recruiting for replacement of staff
- Liaising with the campsite, including submitting weekly guests lists (Spanish Language is a plus!)
- Organising & understanding all arrival information once completed by the office, calculate guest numbers and inform corresponding departments when the documents are live for them to access.

In this role, your aim is to operate the camp smoothly within budget, receive positive guest feedback and keep wider business objectives in mind. You are the final responsible of the camp, and are expected to act with such level of responsibility and accountability. Successful operation of the camp is dependent on good collaboration across departments and managers, and it is your responsibility to ensure your team works together well. As a camp manager, you are also expected to think on your feet and manage any challenges that may come up during the season. This means that although your main responsibilities are set out above, a high level of flexibility is required of you to adapt to situations, come up with solutions, and jump in where needed. Also, your workload will fluctuate throughout the season, with typically the low season being a bit calmer.

Key characteristics & skills we are looking for:

Hard-working, Good people skills, Excellent organisation skills, Good communicator, Comfortable to lead with authority, Flexible, Accountable, Responsible, Thinking-on-your-feet, Fun, Team-player, Eye for detail, Solution-oriented, Problem solver, good computer & Excel skills, can-do attitude, leads by example, strong in delegation.

Among your benefits:

- √ Training prior to season start (in early-mid May – date tbc)
- √ Support from the Moliets camp manager & office team
- √ Joining the surf camp activities (mostly for free); including our weekly wine & cheese nights, free use of the surf and yoga equipment, and joining the surf & yoga lessons when available.
- √ Private tent with mattress at the camp
- √ Role support from Moliets camp manager
- √ 5 dinners, 7 breakfasts, 7 picnic lunches per week
- √ 1 set day a week off



YOUR APPLICATION

Camp Manager

Does this job have your name written all over it? Then apply by emailing the following to jobs@starsurfcamps.com

1. A letter or video stating

- 1 Who are you & what role are you applying for?
- 2 What makes you the right candidate for the role?
- 3 Why should we pick you over anyone else?

2. Your CV

3. This application form filled in & saved under an easily identifiable file name.

Name:	Nationality:
Age:	Languages spoken:
Telephone:	Email:

Please [X] where appropriate.

- Available to start working in early/mid-May.
- Available to select my team in early March.
- I have a drivers licence that enables me to drive a car in Europe.
- I am fluent in at least 2 languages (one of which is English).

Do you have a smartphone with mobile data to enable you to communicate in France/Spain? YES / NO
Please note; this is essential for the job, since high levels of communication with the team happen over WhatsApp.

- Do you have a valid European driving license? YES / NO
- How many years have you been driving for? _____ years
- Do you have previous experience with transfers? YES / NO
- Do you have previous experience of driving in Europe? YES / NO

Do you use Social Media Channels to communicate with others? YES / NO

If YES, please specify:

- Facebook name: _____
- Instagram handle: _____
- Others (blogs, twitter, etc.) _____

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In accordance with the job description, please give relevant experiences below that support your application as **Camp Manager Oyambre**.

Due to the amount of applications we receive, please understand that we are unable to respond to each applicant individually. Successful applicants will be contacted by one of our team. **We will likely start our recruitment from mid-January through to Mid March.**

Thank you & best of luck!
Your Star Surf Camps Team