



Job Description

Surf Camp Head of Team

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 Head of Team Role

- Dates: **Moliets:** Mid May - End of September; **Oyambre:** Early June - late September (must be available for entire period)
- Minimum age: 25 years
- Languages: English + 1 other language (Spanish or French preferred for relative camps)
- EU drivers license essential: Yes
- Available to spend limited time prior to the season getting in touch with his/her team.

Your Tasks & Responsibilities

You'll be in charge of day-to-day operations in the camp, and of a small team of 4-7 'teamers' who run the camp. To support you in operations, you are in charge of a breakfast manager who will run the breakfast service (incl. shopping and stock control). The Head of team role is very much a task master role, where it's the responsibility of the head of team to set out the teamer's tasks for the day to ensure the camp operates smoothly.

Among your responsibilities are:

- Training, guiding and motivating your team; creating the staff rosters & allocating the week's tasks; doing 4x 6-hour shifts per week yourself;
- Maintaining high standards and ensuring camp is tidy at all times;
- Quality control of food service, hygiene, and presentation;
- Hosting our guests; gathering guest feedback; checking guests out;
- Weekly budgeting & financial reporting of purchases made within your department (Scan & enter receipts);
- Reviewing and adopting guest feedback in your weekly routines;
- Attending weekly team and management meetings;
- Accessing weekly guest information via server (numbers, allergies); and liaise with Breakfast manager
- Managing laundry services;
- Allocating your team for an efficient check-in day.
- *Examples of the role include overseeing breakfast service, making sure the camp is always tidy & recycling bins emptied on time, making sure there is always ambient music in the surf camp, monitoring food hygiene, helping the breakfast manager with stock checks and food orders/shops, ensuring all bedding is prepared for change-over day, accessing guest information on our shared drive, hosting regular team meetings, and creating a fun yet active work environment.*



In this role, you are part of the key management team, and are expected to act with such level of responsibility and accountability. You report directly to the camp manager. Other departments support you in operations (e.g. kitchen, entertainment, reception), and successful operation of the camp is dependent on good collaboration across departments and managers. We are looking for a real team player! As manager, maintaining good guest feedback and smooth operations whilst balancing budget and business objectives are your priority. Also, although this description sets out your main tasks as head of team, camp life comes with many unexpected turns. This means your workload will fluctuate throughout the weeks, and there is a level of flexibility expected from the management team to work together and absorb additional tasks when needed.

Key characteristics we are looking for:

Hard-working, Sociable, Leader, Friendly, Hospitable, Flexible, Organised, Accountable, Responsible, Problem-solver, Solution oriented, Fun, Team-player, Eye for detail, Leads by example, Good people skills, Comfortable using computer

Three types of heads of teams

- **Head of Team Oyambre camp** - You are responsible for our camp in Spain, beautifully located at 10 minutes walk from the beach and surrounded by lots of nature. The camp hosts both your standard and 'deluxe' guests in the same area. This camp also hosts a teen camp for 2x 10 days per year. Your focus is on hosting guests, running the key food services with support from the Breakfast Manager and Chef, and maintaining and improving our camp look & feel and cleanliness.
- **Head of Team Moliets Main camp** - You are responsible for our main camp in France, which hosts approx. 150 guests/wk at peak (may grow). Your guests are typically an international, multi-lingual group of people in their early to late twenties. The first half of the season you will host many large uni groups too. The vibes at our main camp are lively, fun, and very social. Your focus is on hosting the guests, running our food services, and maintaining a tidy camp whilst helping improve look & feel.
- **Head of Team Moliets Surf & Yoga (former deluxe) camp** - You are responsible for our smaller 'deluxe' camp. You have a more diverse guest base, ranging from families to more mature travellers. The vibes at our Surf & Yoga camp are therefore more relaxed, and a higher standard of service and camp maintenance is expected at this camp. Hosting guests is key for this Head of Team, since most overall entertainment happens at the main camp.

Among your benefits

- √ Training prior to season start (in early-mid May – date tbc)
- √ 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 at the camp with mattress
- √ 5 dinners, 7 breakfasts, 7 picnic lunches per week
- √ 1 set day a week off



YOUR APPLICATION

Head of Team

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.

- 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).

I'd like to apply for:

- Head of Team Oyambre
- Head of Team Moliets Main Camp
- Head of Team Moliets Surf & Yoga (upgrade) Camp

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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@starsurfcamps



In accordance with the job description, please give relevant experiences below that support your application as **Head of Team**.

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