



## Management Team 2023

### — *Head of Maintenance / BUILD UP MANAGER* —

#### About Us

Star Surf Camps started with one small surf camp in France during the summer of 2010 and has since expanded across Europe, proudly welcoming back guests and returning staff year upon year. At Star we offer a unique surf and yoga trip experience that prioritises community, inclusivity, and unlimited levels of stoke. Whether a newbie frother or an expert shredder, ocean- and nature-lovers from all around the world find themselves at Star season after season to share party waves (and parties) with fellow solo travellers, families, friends, colleagues and students alike. It's a place for everyone - no matter age, background, language or surf level.

With a choice between basic camping tents, shared bell tents with individual mattresses, private luxury tipis with electricity and brand-spanking new motorhomes, the experience can be tailored to each individual's needs and "camping trip" expectations. Whichever roof (or canvas) our guests choose to lay their salty heads and surfed-out bodies beneath, everyone – staff included – will have an invitation to join our activities and events. From volleyball tournaments to skate jams, wine and cheese nights to day trips in Biarritz, open mic performances to creative workshops, there's something for everyone.

#### Summer 2023

Applications are now officially open for our **2023 Management Team**, with job opportunities at our camps in South West France and Northern Spain:

Moliets-et-Maa, France is home to our largest and most well-known surf camp. Situated at the heart of a vast plot surrounded by pine forest, the Main and Deluxe Camps are just a 20 minute walk (or a 3 minute cycle) from the beach.

1. **Head of Maintenance, Moliets, France:** An "all-rounder" position, responsible for maintaining and improving our two camps (Main and Deluxe) which host on average 90 (max 180) guests per week. You inspect, examine, attend to and enhance the quality of the tents, service areas, facilities and grounds within and around both the standard and upgraded sites. Ideally you are available to manage our Build Up in April/May to familiarise yourself with the camp set up.

The Oyambre Surf Camp is considered a slightly more intimate experience, where both regular and deluxe guests come together in a shared social space. The camp is located a 10 minute walk from the beach.

2. **Head of Maintenance, Oyambre, Spain:** An "all-rounder" position, responsible for maintaining and improving our camp which hosts on average 40 (max 60) guests per week. You inspect, examine, attend to and enhance the quality of the tents, service areas, facilities and grounds within and around both the standard and upgraded sites. You are also the camp's dedicated driver and will help with guest and staff transfers as well as shopping trips. Ideally you are available to manage our Build Up in May/June to familiarise yourself with the camp set up.

#### The Essentials

- Dates:
  - **Moliets:** Start of April - mid-September
  - **Oyambre:** Mid-June - mid-September



- Languages: English + 1 other language (French/Spanish is preferable)
- EU drivers licence essential: Yes
- Minimum age: 24 years

### Key Characteristics

#### **Great work ethic**

*Organised  
Flexible  
Eye for detail*

#### **Trade skills**

*Electrical  
Carpentry  
Landscaping*

#### **Accountable**

*Takes responsibility  
Punctual  
Proactive*

#### **Solution-orientated**

*Glass half-full attitude  
Quick thinking  
Problem-solver*

### Overview

As the Head of Maintenance, it is your sole responsibility to make sure the camp is functioning physically. You have at least basic experience with lighting, electrics, carpentry and landscaping meaning our different departments can rely on you for most maintenance-related problems and solutions. You are a real handy-man. You have a sharp eye for detail and will commit to ensuring the surf camp looks its best at all times. You have a “go get it” attitude and actively search for areas of the camp to improve. You take pride in your work and strive to help others with tasks beyond their capabilities. You will be insured on the Camp Car and be available to run transfers and shopping/equipment trips.

### Responsibilities

- Maintaining, repairing and improving the camp, including tents, structures, communal areas and facilities (e.g. levelling grounds for new tents, building and taking down tents, repairing storm lines, building charging points, installing electricity in tents, fixing lighting and electrical problems; repairing seating areas, maintaining the skate ramp and building platforms, bed frames and bamboo drying racks);
- Adopting guest feedback and come up with new features and innovative solutions;
- Advising the team if a project will be physically possible or not based on the tools and manpower at hand;
- Using power tools to construct features in keeping with the camp's rustic, eco-friendly and practical style;
- Prioritising tasks on weekly to-do-lists with the Camp Manager;
- Planning which materials are needed to complete tasks, making cost estimates, requesting budgets and purchasing the most price efficient products (local knowledge of Spanish hardware stores would be a bonus);
- Willing to learn, understand and adopt the basics of our management systems;
- Weekly financial reporting of purchases made within your department by scanning and uploading receipts;
- Preparing suggestions for the weekly Management Meeting, participating in the change-over-day briefing and attending the team feedback dinner;
- Working 5 x 7 hour shifts per week (times can be planned flexibly), plus helping during a full Saturday changeover, with 1 day off per week;
- You will be insured on the rental car to help with transfers and shopping trips.



## **Summary**

- You report directly to the Camp Manager who will support you throughout the season.
- You play a key part in the structure of the Management Team and are expected to show responsibility and accountability at all times.
- You liaise with the Heads of Teams, Head of Kitchen, Head of Reception and Head of Entertainment on a daily basis. You understand that a successful season is dependent on clear communication, collaboration and support across all departments.
- You understand that the camp life journey comes with many unexpected bumps in the road. Your workload includes but is not limited to the tasks above and will therefore fluctuate from week to week.
- You recognise that there is a level of flexibility expected from the Management Team to work together in order to absorb any additional tasks as required.
- You recognise that absence or illness within your team will require you to step up and cover if necessary.
- You lead by example, remaining calm and demonstrating stress-resilience at all times.
- You monitor and uphold campsite rules and ensure both guests and staff respect the noise curfew.
- You are a true team player and strive to achieve 5\* feedback week after week.
- You promise to have an absolute blast, surf your heart out, spread the stoke and never forget your season with the Star Surf family!

## **The Benefits**

- Training prior to camp opening and support from management throughout the season;
- A French working contract and monthly salary;
- 1 day off per week;
- 7 breakfasts, 7 picnic lunches and 6 dinners per week;
- Private Bell Tent with mattress;
- Invitation to the surf camp activities, including our weekly wine & cheese night;
- Staff discount on day trips, bar and merchandise;
- Free use of the surf and yoga equipment and possibility to join the lessons (subject to availability).



## Management Team 2023 Application Form

### — *Head of Maintenance* —

Please email the following information to [jobs@starsurfcamps.com](mailto:jobs@starsurfcamps.com) :

1. **A 2 minute video (attached via Google Drive with free access) describing:**
  1. Who you are and which role you are applying for;
  2. What makes you the perfect candidate;
  3. And why you wish to work for Star Surf Camps.
2. **Your CV written in English**
3. **This application form (saved as: Name Surname | Head of Maintenance 2023 Spain)**

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

Please mark [ X ] where appropriate:

[ ] I am fluent in at least 2 languages (one of which is English).

I'd like to apply for:

[ ] **Head of Maintenance, Moliets, France**

[ ] **Head of Maintenance, Oyambre, Spain**

[ ] I am available to manage the Build-Up of the camp I have selected above.

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 all communication with the team happens via WhatsApp.*

- Do you have a valid European driving licence? 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? YES / NO

If YES, please specify:

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



Based on the job description above, please write a letter of motivation below detailing relevant experience that supports your application as **Head of Maintenance/ Build Up Manager**

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 our Camp Manager.

**We will begin reviewing full-season and build-up applications from the end of January and aim to finalise our selection by March.**

**Part-season roles will be released mid-February and the majority will be finalised by May.**

**We will continue to accept and review part-season positions throughout the summer.**

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