



## Management Team

### — HEAD OF TEAM —

#### 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 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 waves 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 tipis with electricity the experience can be tailored to everyone'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, open mic performances to creative workshops, there's something for everyone.

#### The Summer Season

Applications have now officially opened for our **Management Team**, with job opportunities at our camp in Northern Spain:

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.

1. **Head of Team, Oyambre, Spain:** Responsible for welcoming an average of 40 guests per week, your focus is on dealing with daily operations, running the food services with the Breakfast Manager and Chef and maintaining and improving the camp atmosphere, setup and cleanliness.

#### The Essentials

- Dates:
  - **Oyambre:** Early June - late September
  - + Including some general build up prior to season to help set up the camp facilities.
  - + Flexibility to spend time getting in touch with team members before arrival.
- Languages: English + 1 other language (Spanish preferred)
- EU drivers licence essential: No
- Minimum age: 25 years

The role also requires basic computer skills such as experience with Google Drive, Excel/Spreadsheets/Numbers.



## **Key Characteristics**

Natural leader | Organised | Accountable | Solution-orientated

Great communicator | Strong time-management | Takes responsibility | Glass half-full attitude

Calm and stress-resilient | Flexible | Punctual | Quick-thinking

Team player | Eye for detail | Proactive | Problem-solver

## **Overview**

As the Head of Team, you are not only the face of the camp that you represent, but also the go-to support and principal role-model for a group of 6 *Teamers*. Varying in age, nationality and camp-life experience, it is important that you lead your Teamers by example to enable a smooth and efficient day-to-day running of the camp, thus creating the most enjoyable and memorable guest and staff experience possible. To support you in operations, you will oversee and liaise with the *Breakfast Manager* who is responsible for coordinating the morning food service.

## **Responsibilities**

- Training, guiding and motivating your Teamers; creating weekly staff schedules and allocating daily tasks;
- Hosting meetings to check-in with your team, creating an enjoyable work environment and providing support where needed.
- Doing x 7-hour shifts per week yourself, including covering the Breakfast Manager's Day off;
- Accessing guest information via the Drive, sharing numbers and allergies with the Breakfast Manager.
- Supporting the Breakfast Manger with weekly stock checks, food orders, shops and budgeting;
- Overseeing quality control of food service, hygiene and presentation.
- Maintaining high standards by ensuring the camp is always tidy and recycling bins are regularly emptied.
- Being aware of the camp atmosphere and having an eye for detail e.g. ensuring Teamers sit with guests at mealtimes, play ambient music throughout the day and refresh flower decorations/empty ashtrays;
- Leading by example by socialising with guests, being present through mealtimes and participating in evening events;
- Upholding campsite rules and ensuring both guests and staff respect the noise curfew every night;
- Gathering guest feedback to review and adopt in your weekly routines;
- Weekly financial reporting of purchases made within your department, scanning and uploading receipts;
- Preparing for the weekly Management Meeting, leading a weekly change-over-day briefing with the Camp Manager and contributing to the weekly team feedback dinner.
- Managing laundry services and ensuring bedding is prepared for change-over day;
- Delegating specific tasks to your team every Saturday for a smooth check-out and check-in process.



## **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 always show responsibility and accountability.
- You liaise with the Head of Kitchen, Head of Reception, Head of Entertainment and Head of Maintenance daily. 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 agree that absence or illness within your team will require you to step up and cover if necessary.
- You lead by example, remaining calm and always demonstrating stress-resilience.
- 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 working contract and monthly salary;
- 1 day off per week;
- 7 breakfasts, 7 picnic lunches and 5 dinners per week;
- Private 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 Application Form

### — HEAD OF TEAM —

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 | HO Teams 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).

Do you have a smartphone with mobile data to enable you to communicate in 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.) \_\_\_\_\_

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info@starsurfcamps.com   
+ 44 20 8133 5337   
@starsurfcamps 

In accordance with the job description above, please write a letter of motivation below detailing relevant experience that supports your application as **Head of Team**.


Due to the number 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 members.

**We will likely start recruitment at the end of January through to mid-March.**

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