

RESPONSIBILITIES AND DUTIES

SCHOOL TRIP COUNSELOR

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

1. **Task: Participate, as part of a team, in the implementation of a pedagogical project consistent with the American Village educational project**
 - Supervise and ensure the health and safety of participants at all times
 - Maintain English immersion
 - Organize and run the different times of the day
 - 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

2. **Task: Support our young participants**
 - Participate in the welcome, communication and relationship building between participants
 - Use effective and innovative teaching and communication techniques to optimize the learning of English during the camp
 - Adapt your behavior to the age of the children and their level of English. Use the Linguistic Progressivity Benchmarks for the class concerned (National Education)

3. **Task: Organize and run the activities program**
 - Establish a schedule of activities in meeting with the camp director and the other members of the counselor team
 - Ensure the running of the general assembly and the evening program
 - Develop the program, propose new activities in relation with the target culture of the camp
 - During certain evenings, prepare and teach a short choreography for the campers to perform after camp, when it is requested by the group (a short song with motions, for example)

4. **Task: Guarantee the correct usage of materials**
 - Respect the rules of the camp site and prevent any damage before, during and after camps
 - Inform the children of the rules and ensure that they are respected
 - Participate in the setting up and maintaining a clean site, according to the instructions of the camp director
 - Clean or repair any camp equipment, when necessary

5. **Task: Assume one of the additional daily responsibilities, which may vary from stay to stay**
 1. "Language Counselor" ESL:
 - In addition to the tasks mentioned above, prepare and lead English lessons adapted to the level of the participants
 - Write down the lessons plans that took place during the camp on the computer, print them and give them to your director the day before the group leaves
 2. "Language Counselor" Activities:
 - In addition to the tasks mentioned above, prepare and lead recreational activities in the afternoon
 - Write the lyrics of the songs that took place during the stay on the computer, print them and give them to your director the day before the group leaves

6. **Carry out any other task relating to the position of School Trip 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 said function to 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.