



Position Title: Live In ESL Teacher/Camp Counselor

The Role of the Live-in ESL Teacher and General Counselor

Tamwood operates 7 award winning summer camps in North America and is looking for live-in teachers at the following locations.

- Toronto (June 26 to Aug 7, 2018)
- Whistler (June 26 to Aug 7, 2018)

Teaching Responsibilities:

- planning and delivery of daily ESL lessons and activities to campers as required using the Tamwood International Camp curriculum, including regular testing;
- all class preparation, including preparation of all resources, materials for lessons and activities;
- professional student and classroom management consisting of the following:
 - keeping classrooms meticulously clean;
 - supervise students during recess breaks and any other non-classroom time;
- maintain an “**English Only**” policy in your classroom and throughout the camp day
- attend all meetings as scheduled;
- prepare weekly class journals, attendance records, progress reports and graduation certificates;
- adherence to the policies and regulations as laid out in the ESL Teacher Handbook;
- Report directly to the Head Teacher and to the Camp Director.

Counselor Responsibilities:

- Responsible for a managing a Counselor Group (a group of campers) as assigned to you
- Supervises campers; in residence, at activities, on excursions and during meal times
- Ensures campers are prepared and on time for activities
- Ensures camper inclusion within counsellor group and the camp community
- Generates and maintains camper enthusiasm for English classes, activities and other special events
- Participate in and assist with evening programs & excursions (ex. Disco night, Talent Show, Ice Skating, Bowling)
- Participate and assist Activity Instructors with daily activities (ex. sports, mountain biking, arts & crafts)
- Promotes the English Only Policy
- Assists with night duty and on call duty as assigned
- Attends all meetings as scheduled by the Camp Administrative Team (ex. Morning Huddle)
- Monitors campers’ health including nutrition, hydration, sun protection and overall wellness
- Assists with creating and delivering camp programming (ex. Conversation Club and Talent Shows)
- Assists with camper arrival and departure procedures
- Active participation in pre and post camp periods
- Administers first aid as required
- Adheres to all Tamwood Policies and Procedures as outlined in Staff Manual
- Completion of accident, incident and discipline report forms as required
- Submits final feedback evaluation at the end of contract
- Attends all meals while on duty
- Wears the camp t-shirt at all times while on duty

- Performs other duties as needed

Reporting Structure

The Director of ESL Studies is responsible for the supervision of all ESL teachers. The Director of ESL Studies reports to the Camp Director and works in collaboration with the Camp Administrative team including Coordinators, Counsellors, and support staff.

Desired Qualifications

- Undergraduate degree in Education or other relevant discipline
- A TESL Certificate
- A minimum of two years' experience in a leadership or supervisory role
- Previous Tamwood teaching experience an asset
- Extensive experience working with children and supervising staff
- Excellent oral and written communication skills, including telephone and email correspondence
- Have the ability to maintain confidentiality and deal with sensitive issues with tact and discretion
- Ability to maintain accurate records and attention to detail
- Excellent interpersonal and problem solving skills, ability to work independently and within a team
- Ability to work under pressure with changing priorities and to meet deadlines
- MS Office experience (advanced excel and word)
- Must have valid First Aid and CPR C certifications by June 1st.

Please email your resume to campsmanager@tamwood.com

Or

Apply online at <https://tamwood.campintouch.com/ui/forms/application/staff/App>