

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate program and philosophy. DIS sees it as its special task to promote understanding between different cultures and the individual talents of young people.

Dresden International School is looking for a coordinator to oversee and organize the one-week DIS Summer Language Camp held in July (10 - 14 July 2023) in conjunction with school administrative staff and instructors appointed for the camp.

SUMMER LANGUAGE CAMP COORDINATOR

Position: Full time for length of camp (1 week), plus preparation before and after

Responsibilities:

- Act as the point person for parents of children enrolled in the camp
- Review student numbers and form classes based on age and language level
- Support pastoral care of students in the camp, including any behavioral issues
- Manage financial resources allocated to the camp
- Hire staff for the camp in collaboration with the HR office, giving support regarding remuneration and issuing of contracts
- Ensure staff receive training in the school's Child Protection Policy
- Liaise with marketing regarding camp-related materials, e.g. gym bags, certificates
- Liaise with receptionist regarding participant's registration process
- Organize teaching materials requested by instructors
- Document camp learning using photo and video in line with our Data Protection guidelines
- Network with the local community to organize excursions
- Liaise with IT regarding technology-related camp needs
- Supervise children during breaks, where needed
- Organize a celebration afternoon for students completing the camp, including the distribution of certificates

Profile:

- Organized with proactive communication skills
- Lives the DIS values of being compassionate, open-minded, committed, and having integrity
- Builds rapport with students and parents
- Able to collaborate across administrative areas, e.g. marketing, finance
- Experience with student behavior management
- Child protection training preferred
- Working knowledge of language proficiency levels preferred
- Has working knowledge of German and English languages preferred

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- copies of degree(s) and/or certificate(s)

DIS is an open-minded and inclusive school that celebrates diversity. We welcome applicants from a diverse range of backgrounds to join our team.

Please submit your application or inquiries to Mrs. Kathleen Werling (career@dresden-is.de).
The school uses personal data only for the purpose intended.

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.

www.dresden-is.de