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RCS Tours 512 100 538 – RCP : AXA

# STAFF APPLICATION INFORMATION

## LITTLE BIG LAND

# 2019

Dear Staff Applicant,

Thank you for your interest in LITTLE BIG LAND and our programs. Before going any further into your application process, we invite you to read the following pages entirely, which will help you understand our program and its goals.

### INTRODUCTION

Learning a second language is a difficult, sometimes overwhelming task. Yet, it is also an astonishing prospect and a genuine experience. With English being used as a global language, its teaching in school has been underlined year after year, yet with little avail in French schools.

Our programs are to be considered as **ESL programs** – English as a Second Language – which have been adapted from 'Concordia Language Villages' and their multiple linguistic camps. The main goal for us is to offer an **alternative way to practice, use and discover the English language and the English-Speaking World** – one which does not imply lessons but rather **activities, games and projects**.

In France, our programs are labeled as "*séjours de vacances*" which coins them with the purpose of providing a pleasurable, entertaining experience for our participants, all the while helping them develop their community skills, their creativity, and their acceptance of responsibilities.

Your role as a **counselor** (also known as **activity leader**) is then to provide them with a **safe environment** and to make sure that they are growing, both as a group as much as individuals. You also commit to **speaking English exclusively** with both the participants and your peers.

**A Little Big Land staff member must be able to work effectively with groups of children in a camp environment, being sensitive to their physical and emotional well-being, and also be able to see every activity of the day as an opportunity for using English and sharing (their) experiences.**

### SESSIONS SCHEDULE & APPLICATION

For a detailed schedule of the upcoming season, please **ask us directly** at [anim@littlebigland.fr](mailto:anim@littlebigland.fr)  
We have weekly or bi-weekly sessions running from April 8 to August 25.

#### Applicant Checklist

- ✓ Applicants must be eligible for work. Foreign applicants, please check your Visa directly with us.
- ✓ You are welcome to apply for several, discontinued sessions depending on your availabilities.
- ✓ Experience in working with children is highly preferred.
- ✓ Mastery of English mandatory. Basic command of French required for foreign students.
- ✓ Flexibility and dedication to the project are required.
- ✓ Respect of your peers, of yourself and of the director's decisions is important.
- ✓ Downloading and filling out the Application Forms is required.

Thomas Martins, Little Big Land director

## DAILY SCHEDULE

This typical schedule serves as a **guideline** for every session. It is then **adapted** to the needs of the children, their requests and interests, teachers requests (when applicable) and the weather in general.

●	7:00 - 8:30	Wake Up	●	16:00 - 16:45	Snack
●	8:00 - 9:15	Breakfast	●	16:45 - 17:45	Studio Time 2
●	9:15 - 9:40	Room Cleanup	●	17:45 - 18:30	Showers
●	9:40 - 10:00	Travel Time	●	18:30 - 19:00	Soap Opera
●	10:00 - 11:00	Studio Time 1	●	19:00 - 20:00	Supper
●	11:00 - 12:00	Game Time	●	20:00 - 20:15	Free Time
●	12:00 - 13:00	Lunch	●	20:15 - 21:30	Evening Program
●	13:00 - 14:00	Quiet Time	●	21:30	Lights out
●	14:00 - 16:00	Big Games	●	21:30-22:30	Bedtime

The staff members work as a cohesive **unit**.

They decide together what the weekly schedule is going to be, the activities they are going to organize and who is going to take care of which activity(ies). **They are under the responsibility of a Camp Director** whose role is to make sure that the team is working efficiently. **Communication** and anticipation are key to improving the general experience for everybody.

## PROGRAM & ACTIVITIES

Each day is going to correspond to a virtual **journey** through one specific country of the ESW and will consist of several kinds of activities:

- a discovery of the country and certain key personalities, places, etc. → **TRAVEL TIME**
- several **ACTIVITIES** and games (sports, arts and crafts, big games, board games, etc.)
- a "veillée" → **EVENING PROGRAMS** linked to cultural events (Casino Nights, Valentine's, Thanksgiving, etc.)

These activities should all be related to the country of the day and adapted to bring a cultural dimension to them. Organizing a dot-painting activity makes more sense during Australia / New Zealand day than it would during Ireland day, for instance. A Capture the Flag game can be transformed into a Capture the Family Coat of Arms if you are in Scotland.

There are also two other types of activities repeated each day throughout the week(s):

- **STUDIO TIME** → workshop sessions supervised by one or two counselors during which a group of children work on a project (creating a comics strip, a newspaper, learning a song/dance/choreography, playing a skit or short drama session, etc.)
  - › These projects are then presented on the last day to the families during the **LITTLE BIG SHOW**.
- **SOAP OPERA** → true to its name, the **LITTLE BIG SOAP** is supposed to be **fun** and **interactive** and is played by you and the rest of the staff members. Children are to be involved through making choices regarding the plot, specific requests for the counselors to act out, etc.

## STAFF QUALIFICATIONS & RESPONSIBILITIES

It is of prime importance that all candidates enjoy working with young people in the close proximity of the "village" setting. French staff must be **fluent in English** and committed to speaking the language **at all times**, with the participants and with other staff members. They must have first-hand knowledge of **life** in at least one English-speaking country. It is helpful for native English-speaking staff to have a working knowledge of French. They should also have **experience** working with young people, preferably in a summer camp situation.

**All applicants should be ready for an intensive, demanding, yet highly rewarding experience!**

The following list is a **guideline** as to what the roles and responsibilities of the different LITTLE BIG LAND staff members are. This list is **not** exhaustive and can't solely be used as the definition of one's role during the camp(s).

### Village Directors

- Qualifications
  - › French BAFA certificate or other degree recognized by the *Ministère de la Cohésion Sociale*.
  - › Perfectly fluent in English and personal experience in one or more English speaking country.
  - › Demonstrated skills in personnel management and program organization.
  
- Responsibilities overview
  - › Ensuring the physical well-being of the participants, seeing that conditions of hygiene, safety, and supervision are conform to the French regulations on summer camps, as defined by the *Ministère de la Cohésion Sociale*.
  - › Assisting LITTLE BIG LAND with official declarations and documents if necessary.
  - › Implementing the educational / pedagogical program and guarantee its success through leadership and assistance for both the villagers and the counselors.
  - › Being knowledgeable and always available.
  - › Serving as a liaison with all the different parties (organizer, teachers, parents, site staff, etc.)

**The Director is the person in charge of the program and all its components.**

They are required to **anticipate** the needs of both their villagers and staff members and are the **guarantee** that the program runs smoothly. They have the upmost **responsibility** of acting as a spokesperson for LITTLE BIG LAND will be required to assume all responsibility for the camp(s) they are supervising.

### Counselors

- Qualifications
  - › French counselors are required to have successfully passed the BAFA or another recognized equivalent.
  - › Native English counselors must be eligible for work in France (capable of exchanging in French)
  - › Counselors are asked to be experienced in ESL or other foreign language teachings.
  - › Skill or talent in one or more related activity area:
    - ∞ *Arts & Crafts*   ∞ *Drama*   ∞ *Physical Education/Sports*   ∞ *Dance*   ∞ *Music*
  - › Capable with speaking English at all times with an authentic accent.
  
- Responsibilities overview
  - › Each counselor is responsible to the Village Director and is required to work as a team.
  - › Abiding by all the staff policies which will be defined prior to the camp and adapted by the Village Director.
  - › Bringing authentic resources when possible (pictures, instruments, etc.).
  - › Attending orientation and helping with setting up and cleaning up the camp prior to and after the session.
  - › Being sensitive to the health and welfare (mental and physical) of the participants while setting standards of grooming and behavior.
  - › Planning, assisting with, and leading all the activities discussed by the team.
  - › Assuming responsibility for in-residence counselling and leadership and general supervision of villagers.
  - › Assuming other duties as required by the camp life or activities and/or assigned by the Director.

**Counselors are the heads, lungs and muscles of the programs.**

All the counselors will live in a residential area along the participants and will have responsibility for the well-being of the villagers. The counselor-to-villager ratio is about 1:7.

## Applications

- › LITTLE BIG LAND reviews every applicant's **Application Forms** and answers them through e-mail. We highly invite you to check your spam folder if you do not hear back from us, and to contact us again when you see fit. The review process may take some time to ensure its quality.
- › Once an applicant has been selected, they are required to pass an **interview**, either in person or through online medias. Skype is our preferred interview software.
- › We value **diversity** and **uniqueness**, and we require our staff members to be **mature** and **responsible**.
- › If the interview is positive, we then proceed to build different teams and notify selected applicants prior to the beginning of each session. This process may take time.

## Orientation

- › Orientation sessions are planned prior to every session and are **mandatory**. Their length may vary depending on the nature of the session. These usually last for **2 days** prior to each camp.

## Provisions

- › LITTLE BIG LAND will pay for the cost of counselors' **room and board** during the sessions as well as health and accident **insurance** for counselors not covered by the French "*Sécurité Sociale*".
- › LITTLE BIG LAND helps with taking care of their applicant's **transportation** within France by allotting a budget to each counselor regarding their transportation to and from the session area.
- › LITTLE BIG LAND provides with **materials** for the camps (sports equipment, arts and crafts mats, etc.). However, if a counselor wants to bring any specific and/or authentic materials, they are welcome to do so.
- › Any instrument is of added value for the camps, as music knows no linguistic boundaries.
- › Staff members will have **one paid day-off** during session. The off-schedule is defined by the director of the camp.
- › For non-French applicants, it is possible to ask for **Visa** extensions or work permits. This application takes time which must be taken into consideration before applying.

## Compensation / Salary

<b><u>Position</u></b>	<b><u>Salary (time-off included)</u></b>
<b>Class Director</b>	<i>SMIC brut</i> (roughly 10.03€ per hour) – 4 to 5 days depending on the length of the session. One extra day paid for planning, team-building and helping the office with organizing the session.
<b>Class Counselor</b>	<i>SMIC brut</i> – 4 to 5 days depending on the sessions. 2 days of preparation/planning
<b>Camp Director</b>	Based on qualifications and experience (BAFD intern, BAFD validated, equivalent diploma, etc.). We accept BAFD interns.
<b>Camp Health Assistant</b>	40-42€ per day worked.
<b>Camp Counselor</b>	38€ per day worked. We accept BAFA interns.
<b>Returning Counselors</b>	+4€ added to the base income per day worked.
<b>BAFA Interns</b>	28€ per day worked.

As already stated, the salaries abovementioned include housing, laundry, meals and transportation.  
Staff members are paid after their contracts end.

### **Thank you for taking the time required to read these documents.**

You are now ready to proceed and fill out the application forms, which you may then send:

- › By mail, at "Little Big Land, 4 Place de la Victoire – 37000 TOURS (France)"
- › By e-mail, at [anim@littlebigland.fr](mailto:anim@littlebigland.fr)
- › Directly to our office, located at the above address, inside the "Terre des Langues" building.

Please remember to fill out the forms carefully and readably, especially regarding your contact information.  
Any incorrect or unreadable information may lead to unwarranted delays or impossibility to reach you.

**Please keep this document for reference**