

PROGRAM DIRECTOR or MASTER OF CEREMONIES

PROGRAM SPECIFICS

The team is composed of a Program Director and a Master of Ceremonies (and counsellors in the Kids and Teens Summer Camps): The roles are carried out best when the two work together as a team, the definition of each position's responsibility has some overlap and flexibility.

A PROGRAM DIRECTOR: Develop, organize, supervise and implement daily schedule; maintain an excellent relationship with the hotel staff; solve problems that might arise (including medical needs); report to the office on a continuous basis.

A MASTER OF CEREMONIES: Develop, organize, supervise and implement daily recreational and social activities for small and large groups of Spanish students and English-speaking volunteers. Actively participate in and lead all programs in a manner that will foster a positive self-image for the participants.

Location: Our programs take place at a number of rural resorts (all with an assortment of sports and leisure facilities). Check our website for more details on our different [adult](#) and [teen locations](#).

Ages: Adults (above 18 year olds); Kids (7 to 12 year olds) and Teens (13 to 17 year olds).

Schedule: Full time, 24/7 job.

Dates: Our high peak season goes from May to end of September. Summer camps during the month of July.

SKILLS/QUALITIES NEEDED

- You will need enormous energy and enthusiasm. The participants will rely on you to guide them through the day and their activities and you must have the charisma to work with the group as well as the sensitivity to listen to the individual.
- You'll be with the Spanish and English-speaking participants for 24 hours a day and they will expect you to be a role model, mediator, and friend.
- **Activity Focus for adult programs:** Instructing individuals (age 20 to +70), supervising and organizing schedule and activities. You would be in charge of leading a group of 40 to 50 participants along with another staff member who will act as Program Director or Master of Ceremonies (both have to be present in each program).
- **Activity Focus for Kid and Teen Summer Camps:** Instructing individuals (Kids age 7 to 12 and Teens from 13 to 19), supervising and organizing schedule and activities. You would be in charge of leading a group of up to 100. You will have a group of counsellors to help you, but whom you are also in charge of. You are their direct boss. They will receive your instructions and ensure the activities are carried out to the best of their capability. They will need enormous energy and enthusiasm, as it is a demanding role, but they need your guidance and instructions.

ESSENTIAL REQUIREMENTS

- Program Director work in logistics, teaching and/or scheduling is advantageous. Master of Ceremonies work with theatre and presentations is preferred.
- Languages: The Program Director must have a high level of English and preferably speak Spanish. The Master of Ceremonies must be a native English speaker or bilingual for the role.
- All candidates must be in Spain legally (work permit, EU citizenship – social security and residency number)
- You will be asked to have a valid DNI or NIE (permiso de residencia) and Social Security documents in order.

WHAT WE OFFER

- Accommodation and full room and board during the duration of the program. Our residential take place at a number of rural resorts (all with an assortment of sports and leisure facilities).
- Transport from Madrid to the venue.
- You must be in Madrid or willing to come for each program (no travel expenses covered).

STEPS TO BECOME A PROGRAM DIRECTOR OR A MASTER OF CEREMONIES

- We will set a personal interview, (phone interview if not in Madrid) with all candidates that we feel best suit the job.
- All suitable candidates will be placed in the training course.

INTERESTED CANDIDATES SHOULD SEND THEIR CV TO

JOBS@DIVERBO.COM

Thank you for your interest in working with us!

Updated: 2018