



# Summer City Camp In ITALY - 2012

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# WHO CAN APPLY

New applicants **MUST** be at least **18 years old**. We cannot accept applicants below this age. They must be attending (or have attended) a University course to become teachers or educators (Primary Teaching, Physical Education, or other courses in which education plays an important role).

They should have experience **working with groups of children between 5 and 14 years old**, and experience in Summer Camps would be of an advantage. Work experience is the main characteristic we seek in a Tutor, so please state your previous experience very clearly in your application form.

## THE TUTOR'S POSITION

The English mother tongue Tutor works with a group of children leading recreational and educational activities, which stimulate English speaking, listening and comprehension skills. The activities' purpose is to stimulate the children's enthusiasm and interest, in order to give them a **positive experience** of the English language.

The Tutor supervises a group of 10/20 children for all daily activities during the Camp, including assistance during lunch and the daily staff meeting. **The Tutor takes full responsibility for the children in his/her care.**

**Each Tutor has to coordinate his/her activities** along with the Camp Coordinator. The Coordinator's role is to supervise the Camp's daily activities. The Coordinator is responsible for any changes made to the groups and organising movement of the groups between activities, following the planning decided day by day in the Staff meetings and according to the daily schedule.

**The activities must be explained in English and carried out by the Tutor him/herself** and not by a third party (i.e. the Coordinator).

Tutors should follow the standards of quality put in place by the Association. The Tutor should **cooperate actively** with the Camp Coordinator and the organisational staff, implementing any decisions which have been made, especially in regards to emergency situations. The Tutor is also **covered by comprehensive insurance** for any injury or civil responsibility, which may occur during the camps.

**The aim of the Camp** is to help children learn **English in a fun and enjoyable way**, which differs from the learning method they are used to during the course of the school year. **This is accomplished using games, role-playing, acting and anything that will stimulate them.**

Despite being organised within the school buildings, the methods used by the Association are very different. "Alice in Città" furthers teaching methods based on positive emotions, playing games, participation and are catered towards the children's fantasies and interests.

The creation of small groups helps facilitate direct and efficient communication between children and Tutors. Every group is identified by a group name that is connected to the "camp theme", which provides a **narrative background fuelling the children's imagination** and keeps their enthusiasm alive during the camp.

To help the children understand what is required of them in each given moment, each day at the camp is divided into recognisable "containers" ("Welcoming", "Let's Talk", "Art Workshop", "My Kitchen", "Drama", "Sport"). These "containers" assure that during the day children are given the opportunity to experience different activities and as a result each child should take part in activities that they really enjoy and are good at. The organisation places emphasis on enabling children to focus their attention during the different activities and to **develop their self-esteem.**



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# OUR CAMPS

## SUMMER CITY CAMP (SCC)

The Camps are open to a maximum of 90 children.

Each Tutor will work with a group of children (10/20 kids) of the same age who have similar abilities.

Italian children aged 5 to 7 years old usually speak very little English (only a few words).

Children from 7 to 9 years old can understand and say few sentences.

Older children are able to speak quite good English.

You can find the levels of the Children's English comprehension on the association's website.

This is an example of the **daily schedule** for the **Summer City Camp (SCC)** for children aged **6-11 years old** (primary school):

08:30 - 09:00 am	<b>Welcome</b> , games and camp songs
09:00 - 10:30 am	<b>"Let's Talk"</b> : tutors teach English using storybooks, storytelling, games, table-games, etc.
10:30 - 11:00 am	<b>Children Break</b>
11:00 am - 12:00 pm	<b>"Art Workshop"</b> : painting, drawing, working with clay, making costumes and puppets in order to teach English through creativity
12:00 - 12:30 pm	<b>"My Kitchen"</b>
12:30 - 02:00 pm	<b>Lunch Break</b> : during this time, Tutors can have a scheduled break
02:00 - 03:15 pm	<b>Drama Workshop</b> : a moment in which to practice songs, short plays or drama with the aim to put together a performance that the children will show their parents at the end of the Camp
03:15 - 04:15 pm	<b>Sports</b> : dedicated to the teaching of English through sport activities and group games
04:15 - 04:25 pm	<b>Snack break</b>
04:25 - 04:30 pm	<b>Goodbye to children</b>
04:30 - 06:00 pm	<b>Staff Meeting</b> : time to reflect on the day's activities and to plan subsequent activities with assistance from the staff Coordinator

The working day is from 08:15 am to 06:00 pm, Monday to Friday. The actual working hours with the children are from 08:30 am to 04:30 pm.

## ENGLISH SUMMER CAMP (ESC)

The daily schedule for the project **English Summer Camp**, with children aged from **12-14 (high school)**, is quite similar. In this case, the activities are:

### ENGLISH CLASS

A part of the day dedicated to teaching the English language in the classroom, through didactical material such as books, videos and linguistic production as if they were meant to be published in newspapers, radio programs and songs.

### ART LAB

Laboratories in which the children learn the language through artistic and expressive activities (painting, manipulation of artistic materials such as clay, origami creation, photography,



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production of short videos, etc). The purpose of the Art Lab is to practice the language in an everyday context and the improvement of linguistic interaction.

### **SPORTS AND PHYSICAL EXPRESSION**

Recreational, sports related and expressive activities can provide a setting for the children to express themselves with their body through team sports, dance performances, etc. These activities will be conducted both in- and outdoors.

### **EDUCATIONAL LAB**

Various laboratories, each with a different focus, will take place each week. During these moments the children will experience activities such as: short novel writing, interviews, creating a web radio, listening to and creating songs and videos.

**CINEMA LABS:** where the children watch films in English and debate and discuss them.

The working day is from 08:15 am to 06:00 pm, Monday to Friday. The actual working hours with the children are from 08:30 am to 04:30 pm.

### **BEAUTIFUL SETTEMBRE (BS)**

In the project **Beautiful Settembre**, with children aged **6-11 years old (primary school)**, the activities are led by Italian educators and only one English mother tongue Tutor is employed. The purpose of all daily activities is the development of children's self-expression, giving them the opportunity to better develop their strengths and self-esteem. The English mother tongue Tutor leads activities such as "Let's talk" (dedicated to learn English using storybooks, storytelling, games, table games etc.).

The working day is from 08:15 am to 06:00 pm, Monday to Friday. The actual working hours with the children are from 08:30 am to 04:30 pm.

## **WORKING PERIOD**

**April 21<sup>st</sup> - 22<sup>nd</sup> 2012 - Recruitment Days:**

The Recruitment Days will be held in London to:

- ⤴ Recruit people face to face
- ⤴ Provide some training to applicants
- ⤴ Get to know each other
- ⤴ Help us to create an efficient working team

The majority of people who attend the Recruitment Days will be hired (as has happened over the last five years). Educators who are hired by the Association, will be reimbursed with € 50,00 at the end of the Camps for their attendance at the Recruitment Days in London. This reimbursement does not apply to those who are not hired. However, all participants will receive an "Attendance Certificate".



Lunch is not provided to attendants during the Recruitment Days.


Over the past few years, Tutors have given us very positive feedback of the Recruitment Days. You can read their comments and some of the main didactical topics of our Association on the web site:

<http://www.aliceincitta.org/trainings/>



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SUMMER CITY CAMP	
 <b>Country:</b> Italy (in Milan)	 <b>Country:</b> Spain (in Madrid)
<b>Age:</b> 5-11 years old (primary schools)	<b>Age:</b> 5-13 years old (primary and high schools)
<b>Group size:</b> 8/12 children	<b>Group size:</b> 8/12 children
<b>Duration:</b> 2 weeks (06/08/2012 to 06/22/2012) 3 weeks (06/08/2012 to 06/29/2012)	<b>Duration:</b> 2 weeks (06/30/2012 to 07/13/2012) 4 weeks (06/30/2012 to 07/27/2012)

 <b>Country:</b> Italy (in Milan)	
<b>ENGLISH SUMMER CAMP</b>	<b>BEAUTIFUL SETTEMBRE</b>
<b>Age:</b> 12-14 years old (high schools)	<b>Age:</b> 6-11 years old (primary schools)
<b>Group size:</b> 15/20 kids	<b>Group size:</b> 20 kids
<b>Duration:</b> 2 weeks (06/30/2012 to 07/13/2012) 3 weeks (06/30/2012 to 07/20/2012)	<b>Duration:</b> 2 weeks (08/25/2012 to 09/07/2012)

## TRAINING DAYS

### Friday June 8th - Saturday June 9th

- ⤴ In Milan, to organize the SCC which starts the following Monday.

### Saturday June 30th - Sunday July 1st

- ⤴ In Milan, to organize the ESC which starts the following Monday
- ⤴ In Madrid, to organize the SCC which starts the following Monday

### Saturday August 25th - Sunday August 26th

- ⤴ In Milan, to organize the BS which will start the following Monday.

Camps in **Madrid**: we mainly select Tutors who are also available to work in Italy during the previous period.

It is likely that we will also run Summer City Camps **outside of Milan** in locations still to be defined. Tutors recruited to work in those camps must arrive in Milan on Thursday June 7th. They will be attending the Training Days of June 8th and 9th and then they will transfer to the camp's location on June 10th. The cost of the journey from Milan to the camp location will be refunded by the Association.

**Since all Training Days start very early in the morning,  
Tutors should arrive to both Milan and Madrid the day before.**

Job offers for ESC and BS will not be made until June.

## SOCIAL NETWORK

By the end of May, **SCC Tutors** will be invited to join a social network called "**SCC Staff 2012**". In this social network they will get to know the camp Coordinator and other Tutors and start organising the camp (theme, laboratories, didactical material etc.). In mid-June, **ESC Tutors** and **BS Tutors** will be invited to join the social network of their camp as well.



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## YOU MUST BRING YOUR OWN DIDACTIC MATERIAL

Tutors should bring their **own didactic material** such as:

- Children's illustrated books
- Music or DVDs
- Flashcards
- Photocopiable worksheets or activity books
- Craft materials such as pipe-cleaners, stickers or glitter
- "Parachutes" or other games, which could be useful
- Anything else that could be useful to teach English in a fun and enjoyable way.

Didactic material should be selected according to the tutors' own skills and preferences and cater for the age-group of children they will be working with. While choosing their didactic material, tutors should also bear in mind the theme chosen with the camp staff (other tutors and the Coordinator) in the social network as this theme will be the narrative background for the whole camp and will be used in the final show.

## TRIPS

At least two trips outside the school are organised in each camp. Trips usually take place in points of interest of the city. Tutors, along with the Italian personnel, have the responsibility to take and oversee children during school trips.

## MEALS AND ACCOMODATION

Tutors are hosted by the children's families. Hosting families will provide breakfast and dinner every day of the working period. From Monday to Friday, lunch is included and provided by the schools.

We try to choose families who can provide tutors with their own private room, but this is not something we can guarantee. Please **let the Association know in advance your flight details and inform us if you have any special requirements** (allergies, dietary requirements - also if you are vegetarian, physical or health problems) to be sure that your needs are met.

**A few days before the beginning of the camp**, Tutors and hosting families will receive each other's contact details. **Get in touch with your host family to arrange your arrival.**

## CAMP DRESS CODE

No flip-flops. Please, bring comfortable shoes and trainers for the gymnasium. Bring comfortable clothes (we suggest t-shirts and shorts or trousers which are not too short) and a swimming costume for any trips to the pool.

In Italy it's important to have **anti-mosquito lotions** (ideally also for tiger mosquitoes) and **sun-block** to be used during the working day and trips, **t-shirts** to protect shoulders and **closed shoes** to prevent mosquito bites.

## REIMBURSEMENT OF EXPENSES

**€ 250 for each week.** Tutors will be reimbursed at the end of each camp.

The attendance at the **Recruitment Days in London** will be reimbursed with €50 at the end of the camp collaboration (applies only to tutors who are hired).

Anyone who does not attend the **Training Days in Milan or in Madrid** will receive € 50 less for each day missed. The reimbursement for the training days in Milan is included in the 250 € for each week.

At the end of the camp **you will receive a certificate** stating your collaboration to the summer camps and attendance at the training days, as specific teacher training.

## HOW TO APPLY



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New applicants should fill out the application form ([link](#)), complete the project ([link activity chart](#)) and send them together with their resume/CV and a photo to: [recruitment.aic@gmail.com](mailto:recruitment.aic@gmail.com).

You can find and download the application on the website:

<http://www.aliceincitta.org/recruitment-process/>

## PROJECT

New applicants are required to complete and attach a project to their application. The project must include 2 lessons for each of the Camp activities (ten in total) that you are going to lead with the Italian (or Spanish) children during the Summer Camp: 2 for “Let’s Talk”, 2 for the “Drama Workshop”, 2 for “Arts and Crafts”, 2 for “Sports” and 2 for “English Through Songs or Music”.

To prepare the project, please fill in the sheet to describe each lesson.

In each lesson, please specify:

- Which age group you have created the lesson for (depending on your preferences). You should develop the range of linguistic contents the children can learn, according to their age, details of which you can find at ‘<http://www.aliceincitta.org/trainings/> in the linked document Didactic instruments’
- Which English words/sentences are taught and targeted
- What the educational purposes and aims are
- Which materials are used (flash cards, mime, action, videos, books...)
- What the children are asked to do

You can add any extra information you feel is relevant in order complete the lesson.

You can find examples of completed Activity Charts at the page ‘Done at the Camp!’

## A good project will enhance your chances of being hired quickly!

For tutors who have already worked with us:

You are not required to send us any new projects but please, send us the updated application form as it is essential to the recruitment process. We will evaluate your new applications as soon as we receive them and confirm immediately whether your application has been successful or not. Therefore, please contact us soon if you want to work with us again.

## HIRING

The majority of Tutors of SCC will be hired by the end of **April**. Other positions will be confirmed in **May**. Please note that job offers for **ESC and BS** will not usually be made until **June**.

On April 21st - 22nd 2012 Alice in Città organizes Recruitment Days in London for the educators who wish to work with us.

Though attendance is not mandatory, participation is strongly recommended as it is a great opportunity to increase your knowledge of the project, get to know your future colleagues and to participate in important didactical training. Although attending the Recruitment Days does not guarantee that you will be hired, they are useful as a training tool and a high proportion of recruits who attended last year were in fact hired.

## WHEN YOU ARE HIRED

Once we confirm that you have been hired, we will send you a “Commission Letter”. **You’ll have to fill in this letter**, print it, sign it and send it back to us, either by fax or by e-mail. We also require that you send us a copy of your flight ticket. Please complete this within a week or ten days at most. We will not consider you as **officially on our staff until we have received these documents**. If after receiving our job proposal, you decide you are no longer interested in



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working with us, please inform us immediately so that we can avoid useless delays and give other students the opportunity to take part in this experience.

Please, also send us an e-mail with **any special requirement** (dietary requirements - also if you are vegetarian, allergies, physical or health problems) in order to give us the chance to arrange the best solution for your accommodation and meals.

We cannot guarantee that you will work in the same or nearby schools as your friends or therefore, that they will be hosted in nearby houses. However, please inform us at the time of application if you are applying with friends and we will do our best to arrange this where possible.

We hope that everything has been explained clearly. However, should this not be the case, please contact us at:  
**recruitment.aic@gmail.com**

*“Alice in Città” Recruitment Staff*

## CONTACT US

**email:** [recruitment.aic@gmail.com](mailto:recruitment.aic@gmail.com)

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