

JOB DESCRIPTION

Job Title: Summer Camp Exchange USA interviewer

Location: Regional across the UK

Reports to: Marketing & Sales Manager

Start Date: September 2017

Type: Part-time

Purpose

To work on behalf of BUNAC and US visa sponsor, CIEE, to interview prospective summer camp applicants to determine their eligibility and suitability for the Summer Camp Exchange USA programme.

Key Responsibilities

- To interview applicants for their suitability for Summer Camp Exchange USA based on their application form, skills and personality.
- To write informative, thorough and objective interview reports about each applicant following specific framework and submit them to the BUNAC office within timeframes given.
- Help to coach applicants & help them to bring their skills and potential to their application.
- Regular communication with the UK office via phone and email.
- Be the 'face of BUNAC' and represent the organisation in a professional manner.
- Be available to run presentations on university campuses and at STA Travel stores to promote the programme.
- Involvement in reaching out to new potential summer camp applicants via clubs and universities.

Requirements

- A minimum of 1 year spent working as a camp counsellor at a summer camp in the USA.
- Great interpersonal skills, including being inquisitive.
- Be able to commit to at least 3 weekend interview sessions in 2017 and 3 in 2018.
- Be available to attend the 2017/2018 interviewers training day on Saturday 7th October 2017 in London.
- Be available to interview at one of the Summer Camp Recruitment Fairs in January 2018 (Edinburgh – Friday 19th January; London – Sunday 21st January; Dublin – Tuesday 23rd January)
- A sense of involvement with BUNAC's overall objectives.

Interviewers are paid based on the number of interviews conducted. For an informal chat about the Role, please call Leigh Sweeney on 0333 999 7516.

To apply, please send a CV and cover letter detailing your summer camp experience, current occupation, location and the experience you feel you can bring to the role to jobs@bunac.org.uk.

The successful applicant will already need to be eligible to work in the UK.