**RPC Private Rental Staff Supervisor**

**Job Title**: Private Rental Staff Supervisor

**Location**: Red Pine Camp, Golden Lake

**Hours**: August 24-30 (training during RPLC) and September 2-29, 2019.

**Reports to**: Director, Red Pine Leadership Camp and Private Rentals

**Job Description:**

Red Pine Camp is seeking a rental staff supervisor to manage staff, communicate with the Private Rentals Director and work during the camp’s Private Rental season.

Jobs while working up at camp may include, but are not limited to, the following:

* organizing and managing other rental staff – team work and collaboration are very important for this role!
* greeting the event hosts as they arrive and orienting them to the camp, its rules and facilities;
* greeting guests as they arrive at camp;
* setting up meeting areas/reception areas around camp;
* setting up dining hall (moving tables and benches etc.), setting up for meals, assisting kitchen staff with clean up following meals;
* slopping dishes used during meals;
* sweeping and preparing cabins for guests and checking cabins before and after guests have left;
* ensuring sports facilities are well stocked, assisting the host with questions or last minute requests;
* keeping an eye on the camp ensuring the renters are respecting the property and following the rules outlined in the rental contract, contacting site managers or local authorities if problems arise; communicating with the Director of Private Rentals with questions, last minute requests, problems etc.
* running the Dining Hall and Slop Room (dish washing area and Hobart machine) during RPLC (the last week of August)

**Training:**

Training will take place up at camp the week before Labour Day during RPLC as well as one day that is agreed upon in August. You may also be asked to participate in the hiring of the other rental staff.

**Requirements:**

* Current Standard First Aid
* A means of transportation to and from camp
* A knowledge of the camp and its facilities is preferred but is not necessary
* For school groups: Low ropes training and/or experience would be an asset but is not necessary
* \*\* This is a physically demanding job. Days can be long and there is lifting involved in slopping dishes, setting up rooms and moving tables and property around camp. Please keep this in mind when considering applying.

**Compensation:**

The pay is $125 per day. You will be provided with food and accommodation.

**To apply** or for more information, please send an email of interest to Janet Cottreau at redpinerentals@gmail.com.

**Application Deadline: May 15, 2019.**