



Senior Staff

Job Purpose

Members of the Senior Staff report directly to the Camp Directors and oversee delivery of camp programs and operations.

Expectations

1. Work collaboratively with the other members of the Senior Staff team to achieve camp goals
2. Embrace and respect Red Pine Camp traditions and philosophy
3. Show dedication to quality, teamwork and customer service
4. Show respect for staff, campers and the environment
5. Adhere to the senior staff guidelines and personal code of conduct
6. Act as a role model for the junior staff
7. Be familiar with camp policies and promote the values of camp
8. To participate fully in camp life

Key Responsibilities

1. Liaise with designated committee member prior to camp season
2. Participate in pre-camp activities including planning programs, and setting up equipment and facilities
3. Train, supervise, schedule and evaluate the junior staff
4. Train, supervise and evaluate the leaders-in-training
5. Provide support in other departments
6. Ensure junior staff rules of conduct are followed
7. Complete nightly camp lock up activities
8. Perform junior staff bunk checks
9. Ensure all camp facilities are kept tidy and in good condition
10. Prepare an end of season report
11. Review and recommend changes to departmental manuals
12. Observe the hours of work and responsibilities as outlined by the Camp Directors
13. Perform any other operational duties as assigned by the Camp Directors

Crafts

Job Purpose

The Senior Staff Crafts role is accountable for delivering the crafts programs to campers and staff.

Key Responsibilities

1. If available, attend the winter craft planning sessions - *optional*
2. Prepare craft area for Camp opening for the season: display inventory, arrange proper signage and ensuring all price lists and sales sheets are clearly posted
3. Maintain an accurate inventory beginning on Canada Day weekend
4. Maintain an accurate tracking spreadsheet for all craft sales
5. Manage daily craft transactions, accurately account for cash received from sales and report sales totals daily to the Business Manager
6. Work with craft volunteers to plan, promote, organize and supervise craft programs
7. Participate in craft review meetings with Camp Director during the summer, as required
8. Provide a weekly sales summary to the Operating Committee member and Camp Director
9. Provide instruction on crafting techniques to Craft Volunteers and campers
10. Manage inventory of craft supplies. Advise the Committee Member of supplies needed for the following week
11. Oversee proper use, maintenance and upkeep of all craft equipment and facilities
12. Provide support to the Family Program department
13. Ensure summer end inventory is conducted, and that supplies in craft rooms are stored properly (sent to Ottawa Office or bins in Camp)
14. Send year-end sales report to the Camp Director, Business Manager and the Committee Member responsible for Crafts