



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 Director

Junior Program - Ropes and Folklore

Job Purpose

The Senior Staff Junior Program – Ropes and Folklore role is one of two senior staff roles in the Junior Program (JP) department. This role is accountable for the delivery of the ropes course and folklore programs to campers. This role also assists with the operations of the JP department.

Key Responsibilities

1. Manage administrative and maintenance activities for the ropes course
2. Oversee safe and proper use, maintenance and upkeep of ropes course and elements
3. Lead ropes course trust/initiative activities and sessions for all campers and staff
4. Plan, organize and supervise the folklore program
5. Oversee and administer the operations of the JP department and morning activity
6. Assist the junior staff with planning and organizing the children's program
7. Manage and execute the Kids Craft program in Crafts
8. Manage inventory of JP supplies and equipment and communicate needs to the Camp Director
9. Communicate JP goals, responsibilities and expectations to parents
10. Provide support to the LIT and Family Program departments.

** Depending on the qualifications and experience of successful candidates these job descriptions may be amended.*