



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

Office

Job Purpose

The Senior Staff Office role works closely with the Business Manager in the Ottawa office prior to the summer and at the Camp office during the summer. The Office Senior assists with camp business administration and camper customer service. This role also assists with camp operations, staff administration and inventory management of the Tuck Shop.

Key Responsibilities

Before camp season

1. Assist Business Manager in the Ottawa office
2. Log and manage Junior Staff and Volunteer clothing order
3. Compile training material for Junior Staff for each department
4. Track and submit the camp badge order

During camp season

5. Provide front line quality customer service in the office
6. Assist in keeping accurate records within the registration system
7. Promptly and professionally respond to camper requests
8. Perform administrative duties (e.g. file paperwork, produce reports, manage Senior Staff USB file backups and assist senior staff with photocopying)
9. Accurately track, and account for funds received in the office
10. Manage record of Tuck Shop inventory and assist with Tuck Shop order levels
11. Provide support, work shifts, supervise Junior Staff and assist the Tuck Shop Senior with evaluations in the Tuck Shop department
12. Perform other office duties assigned by the Business Manager