



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

Property

Job Purpose

The Senior Staff Property role works with the Property Managers to maintain the camp facilities and property.

Key Responsibilities

1. Manage the Junior Property Staff to ensure camp grounds are kept clean and tidy throughout the week. Including regularly transferring organic compost to Molok containers; trimming grass; cutting and stacking firewood; sweeping courts; maintaining grounds; managing camper fix it requests; and cleaning cabins, First Aid Post; washrooms & showers; and common buildings
2. Maintain a safe and clean work environment in and around the property shop
3. Train staff, manage practice drills and communicate the Fire Emergency Plan to campers
4. Train staff and oversee the Folklore fire according to the Camp Directors safety protocol
5. Oversee safe and proper use, maintenance and upkeep of all sports equipment
6. Plan, organize and supervise weekly cabin changeover
7. Direct and ensure all staff accomplish property tasks safely and thoroughly
8. Set up and take down equipment for Family Program events, including Barbeque
9. Manage inventory of commonly used property supplies and notify Camp Director if more supplies are required
10. Assist with power outage procedures
11. Provide support to the Family Program department
12. Liaise and assist the Property Managers with projects around camp as required