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## 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-Dining Hall

## **Job Purpose**

The Senior Staff Crafts-Dining Hall role is accountable for delivering the crafts programs to campers and staff. and assisting in the delivery of meals to campers and staff.

## **Key Responsibilities**

### **Crafts**

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. Support Volunteer Crafters to plan, promote, organize and provide instruction on crafting techniques to campers
4. Manage and maintain an accurate inventory of craft supplies throughout the summer.  
Advise the Committee Member of dwindling supplies needed for the following week
5. Oversee safe and proper use, maintenance and upkeep of all craft equipment and facilities
6. Manage daily craft transactions, accurately account for cash received from sales
7. Report sales totals daily to the Business Manager and provide a weekly sales summary to the Operating Committee member and Camp Director
8. Participate in craft review meetings with Camp Director during the summer, as required

### **Dining Hall**

1. Assist the Dining Hall Seniors to oversee the safe and proper use, maintenance and cleanliness of all Dining Hall equipment and facilities
2. Engage with campers to monitor food quality & quantity and staff service
3. Act as a liaison with the kitchen staff
4. Work in partnership with Dining Hall Seniors to oversee compost processes
5. Provide operational support to the Dishwashing department during meals as required
6. Assist the Dining Hall – Host prepare weekly table arrangements
7. Assist with the evaluations of all Dining Hall Junior staff