



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

Family Program

Job Purpose

The Senior Staff Family Program role is accountable for delivering family programs to campers and staff; and supporting Family Program Camper Volunteers.

Key Responsibilities

1. Work with volunteer programmer to plan, promote, organize and supervise weekly family program events
2. Plan, promote, and organize tournaments
3. Manage or provide assistance to the volunteer helping with chapel service
4. Organize and assist camper volunteers interested in running specific programs.
5. Responsible for regular meal time program announcements
6. Ensure Family Program facilities are kept safe, clean and organized
7. Oversee safe and proper use, maintenance and upkeep of all program equipment
8. Manage and keep a proper record of inventory of Family Program supplies and equipment
9. Provide support to the Property department
10. DJ the Friday night dances