



## 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

# **Junior Program / Tuck**

## **Job Purpose**

The Senior Staff Junior Program / Tuck role is one of two senior staff roles in the Junior Program (JP) Department. This role is accountable for delivering the Junior Program to campers and providing assistance to the Tuck Shop senior.

## **Key Responsibilities**

1. Oversee and administer the operations of the JP department
2. Assist the Junior Staff with planning and organizing the children's program
3. Plan, organize and supervise the JP morning activities
4. Organize registration of children in the JP program
5. Communicate JP goals, responsibilities and expectations to parents
6. Oversee proper use, maintenance and upkeep of all JP equipment and facilities
7. Assist with the management of JP inventory
8. Provide support to the Tuck Shop department; work shifts in the Tuck Shop; supervise Junior Staff and assist the Tuck Shop Senior with evaluations
9. Assist the Tuck Shop Senior to ensure the correct handling and accounting for the cash sales in the Tuck Shop by maintaining best business practices by all Tuck Shop staff
10. Assist with Tuck Shop inventory maintenance

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