



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

Lifeguarding and Facilities Senior

Job Purpose

The Senior Staff overseeing Lifeguarding and Facilities is the primary person responsible for safety on the waterfront. They are in charge of training and overseeing Junior Staff lifeguards, developing and deploying emergency procedures and responses, and for working with the Family Program Senior in order to deliver waterfront-based activities.

Key Responsibilities

1. Plan, schedule, supervise and deliver the junior lifeguard training program
2. Manage and supervise the Junior Staff lifeguards, providing ongoing training, monitoring, and mentorship to ensure that Junior Staff demonstrate a high standard of lifeguarding, first aid skills and enforce waterfront rules.
3. With the assistance of the other Waterfront Seniors, organize and conduct comprehensive in-service lifeguard safety programs and practice drills
4. When on duty, determine unsafe weather and wind conditions and implement required procedures
5. When on duty, oversee camper and staff safe and proper use of all waterfront equipment
6. When on duty oversee proper use, maintenance and upkeep of all waterfront equipment, including the proper mooring of boats
7. Communicate the emergency waterfront missing persons search and rescue plan to campers and staff
8. Identify flaws or weaknesses in emergency procedures and update these as required in consultation with the Camp Directors.
9. Plan, promote, organize and supervise the regatta, triathlon and other waterfront weekly events.
10. Manage and report on maintenance and repair schedule for the beach, water, docks
11. Manage waterfront first aid services and help the volunteer medical personnel as requested
12. Perform weekly inventory of camp first aid kits and defibrillators. Organize first aid supplies and communicate ordering with Business Manager
13. Coordinate and maintain an inventory of all Waterfront Equipment used for recreational use and lifeguarding program.
14. And other related duties as assigned by the Camp Director.

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