



## 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

# Boats & Sailing Senior

## Job Purpose

The Waterfront Boats and Sailing Senior is accountable for ensuring that the boats, docks, and other waterfront equipment is maintained to a high standard. This Senior staff will ensure the safety of all boat-related activities on the waterfront, will oversee and deliver the sailing program, and will assist in the Waterfront Facilities Senior in supervision of Junior staff lifeguards.

## Key Responsibilities

1. Perform initial setup and inspection of all boats
2. Manage and report on maintenance and repair schedule for all recreational watercraft including Powerboats and non-powered craft
3. Plan, organize and supervise the sailing program, including lessons, weekly sailing race and the C.Y.A. White Sail course
4. Plan, organize and supervise the water sports programs, including waterskiing, tubing, and recreational boating
5. Coordinate ordering of parts or major repairs with committee representative
6. Maintain an inventory of all boat supplies and equipment
7. Manage and oversee proper use, maintenance and upkeep of all waterfront equipment, including the proper mooring of boats
8. Deliver waterfront first aid services and help the volunteer medical personnel as requested
9. When on duty, determine unsafe weather and wind conditions and implement required procedures.
10. When on duty, supervise Junior Staff lifeguards in order to ensure that they are attentive, responsive, and enforcing waterfront rules.
11. Assist the Facilities Senior in communicating the emergency waterfront missing persons search and rescue plan to campers.
12. Assist the Facilities Senior in the training and delivery of comprehensive in-service lifeguard safety programs and practice drills

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