



## 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. Deliver waterfront first aid services and help the camp doctor as requested.
2. Oversee camper and staff's proper use, maintenance and upkeep of all waterfront equipment, including the proper mooring of boats
3. Plan, organize and supervise the water sports programs, including waterskiing, tubing, recreational boating
4. Assist the Facilities Senior in the training of lifeguard staff, assist with practice drills and communicate the emergency waterfront missing persons search and rescue plan to campers.
5. When on duty, supervise Junior Staff lifeguards in order to ensure that they are attentive, responsive, and enforcing waterfront rules.
6. When on duty, determine unsafe weather and wind conditions and implement required procedures.
7. Assist the Facilities Senior in the delivery of comprehensive in-service lifeguard safety programs
8. Perform initial setup and inspection of all boats
9. Plan, organize and supervise the sailing program, including lessons, weekly sailing race and the C.Y.A. white sail course
10. Manage and report on maintenance and repair schedule for all sailboats, sailboards, canoes, kayaks, rowboats, pedal-boats, recreational waterfront equipment and powerboats
11. Coordinate ordering of parts or major repairs with committee representative
12. Maintain an inventory of all boat supplies and equipment