



## 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

# **Tuck Shop**

## **Job Purpose**

The Senior Staff Tuck Shop role is to be accountable for delivering Tuck Shop services to campers and staff.

## **Key Responsibilities**

1. Oversee and administer the daily operations of the Tuck Shop and staff training
2. Oversee the creation and administration of camper accounts
3. Ensure the correct handling and accounting for the cash sales in the Tuck Shop through training best business practices to Junior and Senior staff that use the CRE system
4. Work with the Business Manager to ensure correct and complete recording of all sales activity
5. Order, receive and price candy and food stock with the assistance of the Office Senior
6. Accurately maintain clothing and food stock cost and sell prices in the Tuck Shop computer system
7. Manage and keep accurate inventory, taking regular inventory counts. Advise the Committee Member should more clothing items be required.
8. Oversee safe and proper use, maintenance and upkeep of all Tuck Shop equipment
9. Maintain cleanliness and safety of the Tuck Shop building, surfaces and equipment
10. Set up stock displays, market and promote camp products and services