



Senior Staff

Senior Staff, along with the Coordinators, form the Leadership Team for Red Pine Camp. Senior Staff report directly to the Camp Coordinators, overseeing the delivery of camp programs and operations and taking responsibility for the day to day leadership and management of the Junior Staff.

2021 will be a unique summer in that it will be very important for all staff and departments to work together to ensure essential levels of cleanliness and safety are upheld AND that, in the case of staff illness, important roles within camp are shared and covered.

Expectations

1. Embrace, uphold and promote Red Pine Camp's Mission, Vision and Values
2. Work collaboratively with the other members of the Senior Staff team
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 and campers
7. Be familiar with camp policies and endorse them to staff and campers
8. Participate in camp life

Key Responsibilities

1. Be a role model for all staff and campers; embracing, upholding, and promoting RPC Mission, Vision and Values and adhering to the Code of Conduct.
2. Liaise with the ECD, Camp Coordinators and designated committee member prior to camp season to become familiar with the senior role and prepare the department for camp opening.
3. Participate in pre-camp activities including planning staff training, updating department programs & processes, setting up equipment & facilities, and other department duties
4. During camp, work with Coordinators to train, supervise, schedule, and evaluate the Junior Staff
5. Train, supervise and evaluate the leaders-in-training
6. Provide support and assistance in other departments when needed
7. Promote and uphold ALL Junior Staff rules of conduct
8. Participate in scheduled Senior Staff duties (evening camp "Lock-Up", bunk checks etc.)
9. Practice Price of Place always - Ensure your department, cabin and ALL camp facilities are kept clean and in good working order.
10. Prepare an end of season report (due the Tuesday BEFORE Labour Day weekend)
11. Recommend changes and additions to departmental process and manuals
12. Embrace the fluid nature of Senior Staff responsibilities at Red Pine, understanding that it will be necessary to take the time to perform the responsibilities of your job.
13. Perform any other operational duties as assigned by the Camp Coordinators.



Junior Program - Ropes and Folklore Senior

*There might be slight changes in this role in 2020

Job Purpose

The Senior Staff Junior Program – Ropes and Folklore role is one of two senior staff roles in the Junior Program (JP) department. In addition to regular Senior Staff responsibilities, this role is responsible for working with the other JP Senior to run and operate the JP Department and its staff. They are also accountable for the delivery of the ropes course and folklore programs to campers and for maintaining the archery range and equipment.

In 2021 an important component of this job will be training Junior Staff to provide programming that meets the regulations dictated by Covid-19. Creativity and flexibility will be essential skills to have in order to do this job as well as the ability to motivate others to do the same.

Key Responsibilities

1. Train JP Junior Staff in program development and execution, leading songs, general child development, behaviour management techniques, effective leadership techniques, nature education, game facilitation etc.
2. Train and assist the junior staff with daily planning and organizing for JP groups
3. Work with the other JP Senior to oversee and administer the operations of the JP department
4. Work with other Senior Staff to oversee proper use, maintenance and upkeep of all JP equipment and facilities including the JP Hut and Rec Hall.
5. Plan, organize and supervise the JP morning activities
6. Communicate JP goals, responsibilities, and expectations to parents
7. Manage administrative and maintenance activities for the ropes course
8. Oversee safe and proper use, maintenance and upkeep of ropes course and work with the Family Program Senior to do the same for the archery range
9. Lead ropes course trust/initiative activities and sessions weekly for campers (and in pre-camp for all staff)
10. Plan, organize and supervise the folklore evening program
11. Manage inventory of JP supplies and equipment, with the other JP Senior, and communicate needs to the Camp Coordinator - conduct a complete inventory at the beginning and end of the summer, recording information on inventory sheets provided.
12. Work together with the other JP Senior to provide regular feedback to JP Junior Staff and to complete mid and end of summer evaluations.
13. Provide support to the LIT and Family Program departments.

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