



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 / Tuck Senior

** This role may change slightly in 2021

Job Purpose

The Senior Staff Junior Program / Tuck role is one of two senior staff roles in the Junior Program (JP) Department. Along with the regular Senior Staff responsibilities, this role is accountable for delivering the Junior Program to campers and providing assistance to the Tuck Shop senior.

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 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. Work with the other JP Senior to oversee and administer the operations of the JP department
3. Train and assist the junior staff with daily planning and organizing for JP groups
4. Plan, organize and supervise the JP morning activities
5. Organize registration of children in the JP program
6. Communicate JP goals, responsibilities, and expectations to parents
7. 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.
8. Assist with the management of JP inventory, supplies and equipment, with the other JP Senior, and communicate needs to the Camp Coordinator - conduct a complete inventory at the end of the summer, recording information on inventory sheets provided.
9. Work together with the other JP Senior to provide regular feedback to JP Junior Staff and to complete mid and end of summer evaluations.
10. Provide support to the Tuck Shop department; work shifts in the Tuck Shop; supervise Junior Staff and assist the Tuck Shop Senior with evaluations
11. Assist the Tuck Shop Senior to ensure the correct handling and accounting for the cash sales in the Tuck Shop by maintaining best business practices and by expecting this of all Tuck Shop staff
12. Assist with Tuck Shop inventory maintenance - a complete inventory is to be completed at the start of the summer, the end of Week 4 and at the end of Labour Day weekend.

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