



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.



Waterfront Director

Job Purpose

The Waterfront Director oversees the Lifeguarding and Facilities of the waterfront in addition to ensuring the Senior Staff waterfront team works collaboratively and promotes a positive and safe environment

The Waterfront Director is the primary person responsible for safety on the waterfront. This person must work with two other Senior Staff to train and oversee Junior Staff lifeguards, develop and deploy emergency procedures and responses, although the primary responsibility of lifeguarding supervision falls upon the Waterfront Director.

The Waterfront Director will also have to work with the other two Senior Staff to ensure all Covid-19 Lifeguarding protocols are enforced by the lifeguards and staff and adhered to by all, campers included.

Key Responsibilities

1. Manage and supervise the Junior Staff lifeguards, providing ongoing training, monitoring, and mentorship to ensure that Junior Staff demonstrate a high standard of lifeguarding, first aid skills and enforce waterfront rules.
2. With the assistance of the other Waterfront Seniors, organize and conduct comprehensive in-service lifeguard safety programs and practice drills
3. Plan, schedule, supervise and deliver the junior lifeguard training program
4. When on duty, determine unsafe weather and wind conditions and implement required procedures, oversee camper and staff safe and proper use of all waterfront equipment, and oversee proper maintenance and upkeep of all waterfront equipment, including the proper mooring of boats
7. Communicate the emergency waterfront missing persons search and rescue plan to campers and staff
8. Identify flaws or weaknesses in emergency procedures and discuss possible changes with the Camp Coordinators.
9. Plan, promote, organize and supervise the regatta, triathlon and other waterfront weekly events. Work with the Family Program and other Waterfront Seniors to deliver other waterfront-based activities.
10. Manage and maintain repair schedule for the beach, water, docks
11. Manage waterfront first aid services and help the camp nurse as requested
12. Perform weekly inventory of camp first aid kits and defibrillators (in consultation with camp nurse). Organize first aid supplies and communicate ordering with Business Manager
13. Coordinate and maintain an inventory of all Waterfront Equipment used for recreational use and lifeguarding.
14. Work with other Waterfront Senior Staff to observe, evaluate, and deliver mid and end of summer evaluations of junior staff lifeguards in addition to providing frequent regular feedback.
15. Other related duties as assigned by the Camp Director.

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