



## 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 Programs Senior (formerly Swim Instruction)**

### **Job Purpose**

In addition to the general Senior Staff roles, the Waterfront Senior in charge of Programs is responsible for organizing, supervising, and delivering swim, canoe, kayak, SUP programs to campers. This includes training wait and waterfront staff to teach and then supervising swimming lessons. This role will also be responsible for organizing other waterfront programming which could include fitness classes, sports, long distance swims etc.

The Waterfront Programs Senior will assist the Waterfront Director in training, supervision, and evaluation of Junior staff and in promoting a positive and safe work environment and waterfront.

The Waterfront Programs Senior will 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. Plan, organize and supervise the swim, canoeing and any other boating instruction programs (except sailing)
2. Organize and implement training of swim and canoeing/kayak/SUP instructors
3. Schedule and supervise swim and canoeing/boating instructors
4. Manage inventory of supplies, materials and equipment required for the swim and boat program
5. Communicate swim/canoe etc. lesson and registration information to campers
6. Deliver waterfront first aid services and help the volunteer medical personnel as requested
7. When on duty, supervise Junior Staff lifeguards to ensure that they are attentive and responsive while lifeguarding and enforcing waterfront rules.
8. When on duty, determine unsafe weather and wind conditions and implement required procedures.
9. When on duty, oversee proper use, maintenance, and upkeep of all waterfront equipment, including the proper mooring of boats
10. Assist the Waterfront Director in communicating the emergency waterfront missing persons search and rescue plan to campers.
11. Assist the Waterfront Director in the planning, training and delivery of comprehensive in-service lifeguard safety programs and practice drills.
12. Work with the Waterfront Director in the development and delivery of Junior staff evaluations and to provide regular feedback to the waterfront staff.

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