



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.



Crafts Senior

*This role will be changing in 2021 to be more craft focused

Job Purpose

Along with the general Senior Staff responsibilities, the Senior Staff Crafts - Dining Hall role is accountable for delivering an engaging crafts programs to campers and working with camper volunteers to facilitate special projects and assisting in the delivery of meals to campers and staff.

Craft Department Key Responsibilities

1. If available, attend the winter craft planning sessions - *optional*
2. Prepare craft area for Camp opening for the season: display inventory, arrange proper signage and ensuring all price lists and sales sheets are clearly posted
3. Support Volunteer Crafters to plan, promote, organize and provide instruction on crafting techniques to campers
4. Manage and maintain an accurate inventory of craft supplies throughout the summer. Advise the Committee Member of dwindling supplies needed for the following week
5. Oversee safe and proper use, maintenance and upkeep of all craft equipment and facilities
6. Manage daily craft transactions, accurately account for cash received from sales
7. Report sales totals daily to the Business Manager and provide a weekly sales summary to the Operating Committee member and Camp Director
8. Participate in craft review meetings with Camp Director during the summer, as required

Dining Hall Responsibilities

1. Assist the Dining Hall Seniors to oversee the safe and proper use, maintenance and cleanliness of all Dining Hall equipment and facilities
2. Engage with campers to monitor food quality & quantity and staff service
3. Act as a liaison with the kitchen staff when necessary
4. Work in partnership with Dining Hall Seniors to oversee compost processes
5. Provide operational support to the Dishwashing department during meals as required
6. Assist with the evaluations of Dining Hall Junior staff