



## 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.



## Family Program

### Job Purpose

In addition to the general Senior Staff responsibilities, the Senior Staff Family Program role is accountable for delivering family programs to campers of all ages, making / posting announcements and both soliciting and supporting Family Program Camper Volunteers.

### Key Responsibilities

1. Work with the Advisory Committee Person in charge of Program to develop a full set of themes and program ideas for the summer prior to the start of Senior Training Camp.
2. Prior to the arrival of campers, work with staff to organize programming for the coming week.
3. Promote the weekly theme to campers upon their arrival and throughout the week through evening and afternoon programming.
4. Deliver regular program announcements with campers at mealtimes and in a variety of ways.
5. Plan, organize, promote, and supervise tournaments and afternoon and evening family programming events. Consider all ages when program planning.
6. Work with and support camper volunteers involved in family program events
7. Supervise and actively participate in all family programming events
8. Deliver, manage, and aid volunteers helping with chapel service
9. Manage the archery program in camp
10. Ensure the Family Program office and facilities are kept safe, clean, and organized
11. Oversee safe and proper use, maintenance and security of all program equipment including the sound systems.
12. Manage and keep a proper record of inventory of Family Program supplies and equipment including a complete inventory at the beginning and end of the summer.
13. Provide support to the Property department on the Senior Staff day off.
14. DJ the camper dances when they occur