



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.



Leader In Training Senior

Job Purpose

In addition to regular Senior Staff roles, the Leader In Training (LIT) Senior is responsible for delivering an engaging, supportive and effective LIT program to campers.

Work with LIT campers and their parents to engage this age group in camp life; modelling and promoting the Mission, Vision and Values of Red Pine Camp; helping to develop a positive and engaged group of future staff.

Key Responsibilities

1. Communicate LIT program goals, duties, responsibilities and expectations to parents and participants on the first day of camp
2. Provide leadership training and theory sessions throughout the week to all levels of LITs. Level Three LIT sessions should include preparation for Junior Staff (attitude, involvement etc.) and set a positive example for these teens with respect to being involved in all areas of camp life.
3. Lead initiative/trust activities both on and off the Low Ropes Course
4. Plan, organize and supervise a weekly LIT overnight which includes dinner and breakfast, engaging leadership programming, an evening campfire and more
5. Schedule and Monitor LIT work placements throughout the week
6. Write and deliver evaluations for LIT participants, integrating comments from the LITs placements around camp.
7. Manage inventory of LIT supplies and equipment - conduct an inventory at the start and end of the summer.
8. Work with Family Program Senior to involve LIT's in evening program.
9. Maintain proper LIT files with personalized evaluations and the tracking of individuals volunteer hours. ALL FILES must be transferred to the Business Manager at the end of each week.
10. Provide the Executive Camp Director with a summary of LIT performance at the end of the year identifying the LITs who are highly recommended, recommended and not recommended for Junior Staff.