



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.



Property Senior

Job Purpose

In addition to the general Senior Staff roles, the Senior Staff Property works with the Property Managers to maintain the camp facilities and property. The Property Managers will be supervising many aspects of this role with respect to work around camp so open communication and flexibility is important.

A large focus of this job will be training and working with the Junior Staff to thoroughly clean and disinfect the washrooms, showers and other spaces in camp as well as properly cleaning cabins on Saturday during camper changeover. It is important that the person who holds this role is responsible, diligent about detail and understands the importance of their role in the functioning of camp.

This position typically begins two to three weeks prior to the start of Senior Training Camp. The Property Senior will work with the Property Managers to organize and complete tasks around camp to prepare for the opening of camp.

Key Responsibilities

1. Work with the Property Managers to train Junior Staff in the proper methods of cleaning and disinfecting washrooms, showers, and other areas around camp.
2. Manage the Junior Property Staff to ensure camp facilities and grounds are kept clean and organized throughout the week.
3. Regular Tasks include: properly cleaning all camp washrooms & showers, the First Aid Post, Hearth House, Chalet, Craft Hut regularly; transferring organic compost to Molok containers; trimming grass; cutting and stacking firewood; sweeping courts; maintaining grounds.
4. Supervise and ensure all staff accomplish property tasks safely and thoroughly, working alongside the Junior Staff, modelling a strong work ethic, proper procedure, and high standards.
5. Maintain a safe and clean work environment in and around the property shop
6. Train staff in the Fire Emergency Plan, manage and run regular practice drills and communicate the plan to campers
7. Train staff and oversee the Folklore night fire according to the safety protocol
8. Oversee safe and proper use, maintenance, and upkeep of all sports equipment
9. Plan, organize and supervise weekly camper cabin changeover
10. Set up and take down equipment for Family Program events, including Barbeque etc.
11. Manage inventory of commonly used property supplies and notify Property Manager if more supplies are required.
12. Assist with power outage procedures
13. Provide support to the Family Program department