



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.



Tuck Shop Senior

Job Purpose

In addition to the regular Senior Staff roles, the Tuck Shop Senior is to manage the Tuck Shop and be responsible for the finances of the store. The Tuck Shop Senior will train and oversee the Tuck Shop Junior Staff to deliver high quality customer service with attention to cleanliness, merchandising and responsible handling of payment transactions.

In 2021, maintaining cleanliness of both the Tuck Shop department and staff will be a high priority. This senior staff roll will work closely with staff to communicate new social distancing measures to campers and enforcing masking in the building if necessary. Flexibility and patience will be essential when working with both staff and campers.

The Tuck Shop Senior begins working one week before the start of Senior pre-camp, training with the Business Manager in the Ottawa office.

Key Responsibilities

1. Complete a full inventory of clothing and hard goods prior to the arrival of staff, and two times during the summer - at the end of week 4 and at the end of Labour Day.
2. Keep inventory clean and organized during the summer, and pack inventory items up in an organized and secure manner after Labour Day for transport back to winter storage.
3. Oversee and administer staff training of Junior Staff with careful attention to customer service, cleanliness, inventory management and camper payments and accounts.
4. Oversee the daily operations of the Tuck Shop and all staff and LITs
5. Oversee and monitor the creation and administration of camper accounts
6. Ensure the correct handling and accounting of sales in the Tuck Shop through training best business practices to Junior and Senior staff that use the CRE system, and by regular monitoring and observation.
7. Work with the Business Manager to ensure correct and complete recording of all sales activity
8. Order, receive and price food and drink stock with the assistance of the Office Senior
9. Accurately maintain inventory cost and sales prices in the Tuck Shop computer system
10. Manage and keep accurate inventory, taking regular inventory counts. Advise the Coordinators if more clothing items need be required. A complete inventory of clothing and hard goods is to happen at the end of Week 4 and at the end of Labour Day weekend.
11. Oversee safe and proper use, maintenance and both cleaning and disinfecting of all Tuck Shop equipment.
12. Maintain cleanliness and safety of the Tuck Shop building, surfaces, and equipment
13. Set up stock displays, market and promote camp products and services weekly.