



## 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 Pride 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.



# Waterfront Senior - Boats

(Formerly Sailing & Boats Senior)

## Job Purpose

In addition to general Senior Staff roles, the Waterfront Senior in charge of Boats is responsible for ensuring that the boats, docks, and other waterfront equipment is maintained to a high standard. They will ensure the safety of all boat-related activities on the waterfront, will oversee and deliver the sailing instruction program.

The Boats Senior will assist the Waterfront Director in training, supervision, and evaluation of Junior staff and in promoting a positive and safe work environment and waterfront.

The Boats Senior will work with the other two Senior Staff to ensure all Covid-19 Lifeguarding protocols are enforced by the lifeguards and staff and adhered to by all, campers included.

## Key Responsibilities

1. Perform initial inventory, setup and inspection of all boats and boat equipment at both the start and end of the summer. Maintain this inventory throughout the summer.
2. Manage maintenance and repair schedule for all recreational watercraft including Powerboats and non-powered craft and report any issues/repairs to the Coordinators and/or Advisory Committee person responsible for the waterfront.
3. Plan, organize and supervise the sailing program, including lessons, weekly sailing race (and the C.Y.A. White Sail course if trained)
4. Plan, organize and supervise the water sports programs, including waterskiing, wakeboarding, tubing, and recreational boating.
5. Manage and oversee proper use, maintenance, and upkeep of all waterfront equipment, including the proper mooring of boats.
6. Instruct campers in the proper use of all boats before using - train all staff involved with boats to do the same.
7. Coordinate ordering of boat parts or major repairs with advisory committee representative when necessary
8. Deliver waterfront first aid services and help the camp nurse as requested
9. When on duty, determine unsafe weather and wind conditions and implement required procedures.
10. When on duty, supervise Junior Staff lifeguards to ensure that they are attentive and responsive while lifeguarding and enforcing waterfront rules.
11. Assist the Waterfront Director in communicating the emergency waterfront missing persons search and rescue plan to campers.
12. Assist the Waterfront Director in the planning, training and delivery of comprehensive in-service lifeguard safety programs and practice drills
13. Work with the Waterfront Director in the development and delivery of Junior staff evaluations and to provide regular feedback to the waterfront staff.

*\*\* Depending on the qualifications and experience of successful candidates these job descriptions may be amended.*