



Family camping since 1925

RPC Junior Staff Job Description

Red Pine Camp is a summer camp for families where about 2,100 campers of all ages attend each summer.

The camp employs approximately 57 Junior Staff ages 16 and 17. The Junior Staff report to the Senior Staff and Camp Coordinators and provide the front-line service to our campers. Junior Staff are responsible for the delivery of camp programs and operations and helping our campers have the best RPC experience possible.

Junior Staff work in one of the following departments:

- **Waterfront** as Lifeguards, swim instructors, boating lessons etc.
- **Waitstaff**, serve campers three meals a day in the Dining Hall and have the option of helping provide waterfront programming to children
- **Junior Program**, provide programming daily to the children in camp and on the waterfront
- **Tuck Shop / Junior Program** - work in our camp store (Tuck Shop) and as a member of the Junior Program staff
- **Property** staff maintain the cleanliness of the camp and help with minor repairs and jobs around camp
- **Dishwashers** (known as Slop) work in a lively kitchen environment cleaning dishes and ensuring the health of our campers.

Expectations

1. Embody and live Red Pine Camp's Mission, Vision and Values
2. Work collaboratively with all members of the Junior and Senior Staff teams
3. Show dedication to customer service, teamwork, and hard work
4. Show respect for staff, campers, and the environment
5. Participate in and be engaged with camp programming and activities both in the afternoon and evenings beyond what is required for your department.
6. Adhere to the Staff guidelines and personal code of conduct
7. Act as a role model, at all times, for the LITs and campers
8. Be familiar with camp rules and policies and endorse them to campers

Preference will be given to those who have participated in RPC leadership programs, however, hiring decisions are ultimately made based on evidence of leadership qualities & experiences, communication & decision-making skills, specialized departmental knowledge, and the values of diversity & inclusion.

Requirements:

All Junior Staff must have reached their 16th birthday by July 1st and not be over 17 by July 1st of the year of application.

All Junior Staff require a current Standard First Aid and CPR C.

All certifications are to be completed no later than April 30th of the application year.



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Department Specific Job Criteria

Waterfront: Twelve (12) Lifeguards will be working under the guidance and supervision of three Waterfront Seniors.

Minimally, Lifeguards require the Lifesaving Society's National Lifeguard Certificate (NLS) (waterfront NLS a bonus), and lifeguarding experience at a pool or waterfront facility. Lifeguards will be required to teach swimming so swim instructors certification is recommended.

The Ontario Boating Certification is mandatory for all candidates in order to be able to drive the ski boat and / or the 15 and 9hp boats. Ski Boat Drivers will be chosen at camp. Further boating experience and skills are an asset.

Dining Hall: The Waitstaff are responsible for table setup and clearing, serving food to tables, and ensuring the cleanliness of the Dining Hall.

Many wait staff get involved in waterfront programming. The minimum requirement for this position is Bronze Medallion and it is highly recommended to have a Lifesaving Society Assistant Instructors or Red Cross Assistant Watersafety Instructors training certification.

Dishwashing: Dishwashers are required. Dishwashers ensure all dishes, cutlery, pots and pans are clean and that proper cleaning procedures and health and safety standards are rigorously applied in the dishwashing area. Attention to detail and consciousness of health & cleanliness is desired in an applicant in this department.

Junior Program (JP): JP staff are required to plan, organize and supervise morning children's programs. You will be expected to provide a variety of programming including crafts, nature and outdoor education activities, sports clinics, music, dance, drama, waterfront games, and more. Weekly programming linked to themes, special events, and being involved in evening programs is part of the job.

The minimum requirements for Junior Program staff are a current Standard First Aid course and experience working with children. Waterfront programming is a component of this department and we prefer staff to have their Bronze Medallion and recommend a Lifesaving Society Assistant Instructors certification or Red Cross Assistant Watersafety Instructors training. Red Cross or LSS Instructor certificates are desirable.

Customer service experience and experience with low ropes course is an asset.

Junior Program & Tuck Shop: Of the JP Staff, three are required in the Tuck Shop. In addition to working in JP throughout the summer, they will be rotating through the Tuck Shop serving campers, stocking shelves, and handling transactions. The staff maintain the cleanliness of the shop, and must be properly dressed and ensure service is always with a smile, prompt and efficient.

Customer service and cash experience is an asset.



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Property: Property staff are required to keep the camp clean, safe, and well maintained

All staff must make health and safety regulations a priority. They must also be hard workers and pay close attention to detail. Camper health and satisfaction are based partly on the cleanliness of the camp, including the washrooms, showers, and general upkeep of the grounds.

Assets for this job include experience with customer service, cleaning, maintenance (cutting grass etc.), and a working knowledge of hand tools is an asset.

General Junior Staff:

Other qualifications that are considered an asset are leadership training courses, playing a musical instrument and involvement in sports, performance or community organizations.

Junior Staff are required to work six days (approximately 40 hours) with one day off per week. Meals and accommodation are provided. Staff are housed in staff cabins of 5-6 people. Camp protocol, rules and regulations, discipline and curfews are under the supervision of the Camp Directors and the Senior Staff.

Junior staff must be available for Staff Training the week before camp begins in June and to work on Labour Day Weekend.

If you wish to apply for one of the above positions the online application link can be found on the Red Pine Camp website under the tab Work at Camp. You will also need to submit an application package which must include:

1. Online application form (submitted online)
2. Two [Reference Forms \(click here\)](#) from people other than family or relatives (emailed as a PDF)
3. A current photo of yourself emailed as a PDF with your documents is helpful but not mandatory (it helps assist the hiring committee to connect a face to a name)

The closing date for receiving Junior Staff applications is February 15, 2024.

Application packages can be emailed to the RPC Office at admin@redpinecamp.org or via mail to Red Pine Camp 1132-2720 Queensview Drive, Ottawa, Ont. K2B 1A5.

If you have further questions, please contact the RPC Office at 613-828-0700 or email admin@redpinecamp.org.

Important Dates: in Ottawa on Saturday, February 24 and Toronto on Saturday March 2nd.

Interviews will be scheduled via email and will be in-person (unless you live away). Watch email for information.

To help you prepare for your interview we have also included a [Get Ready for the Job Interview at Red Pine](#) information sheet.