



## Senior Staff

Senior Staff are an important part of the Leadership Team for Red Pine Camp. Senior Staff begin the summer working as Work Crew - part of this time is cleaning and preparing the camp for the season and the remaining time is programming for departments.

Senior Staff report directly to the Summer Camp Directors and work collaboratively with all management staff - ED, AD, property, office, first aid, kitchen etc. Senior Staff oversee the delivery of camp programs and operations and take responsibility for the day-to-day leadership and operation of their department and the Junior Staff.

### Expectations

1. Embrace, uphold and promote Red Pine Camp's Mission, Vision and Values
2. Understand that all staff are responsible for providing a fabulous customer experience.
3. Health and safety and the experience of our campers must be the top priority in all decision-making
4. Demonstrate and promote a work culture of teamwork balanced with independence, maturity and the desire to work hard
5. Spend time learning your role to the best of your ability, reaching out for assistance when needed and accepting advice and guidance when necessary.
6. Work collaboratively with the Senior Staff team and all RPC Staff and Volunteers
7. Show respect for everyone and everything - staff, campers and the environment
8. Adhere to the Senior Staff code of conduct
9. Act as a role model for the Junior Staff, LITs and campers
10. Be familiar with camp policies and both endorse and model them to all staff and campers
11. Participate in camp life

### Key Responsibilities

1. Be professional in your role and 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. Promote and uphold ALL Junior Staff rules of conduct
3. Report ANY concerning behaviours from junior/senior staff or campers immediately to management
4. Practice "Pride of Place" at all times - Ensure your department, cabin and ALL camp facilities are kept clean and in good working order
5. Develop a solid understanding of your department prior to the summer (reading and knowing your department manual)
  - a. Liaise with the ED, AD, Summer Directors, past staff and the adv. committee member prior to camp
6. Participate in pre-camp activities including Work Camp, staff training, updating department programs & processes, setting up equipment & facilities, etc.
7. Manage your department effectively:
  - a. train, manage, supervise and evaluate your junior staff; asking for support when needed.
  - b. Train, supervise and evaluate the leaders-in-training (LITs)
  - c. Provide an oral end of summer report during an end-of-summer meeting with the ED
8. Participate equally in scheduled Senior Staff duties (evening camp "Lock-Up", bunk checks etc.)
9. Embrace the fluid nature of Senior Staff responsibilities at Red Pine; understanding that performing the responsibilities of your job cannot be done in a tidy 38-hour work week.
10. Provide support and assistance in other departments and staff when needed and
11. Perform any other operational duties as assigned by the Camp Directors



# Junior Program - Family Program Senior

## Job Purpose

The Junior Program – Family Program Senior (JP Program) role is one of two senior staff roles in the Junior Program (JP) department. In addition to regular Senior Staff responsibilities, this role is responsible for working with the other JP Senior to run and operate the JP Department and its staff. They support the Craft Senior and work with the Family Program Senior to promote weekly themes, plan early evening events for children and support them on their day off. The JP Program Senior also manages the inventory in the RPC sportslocker and archery storage area.

Red Pine Camp is working hard to increase the focus of nature programming at camp. This could involve nature walks and games, using the nature trail, photographing unique aspects of our environment, learning about our natural surroundings including plants, trees, animals and more.

## Key Responsibilities

1. Prior to the start of camp, work with the FP Senior and other JP Senior to plan and coordinate themes for the summer that will then be integrated into JP weekly programming
2. Work with the JP Advisory Committee Member to continue building nature programming in camp and, throughout the summer, maintain this focus when assisting junior staff with programming for all age groups.
3. Complete a detailed inventory of Sports Equipment at the start of Work Camp - communicating this inventory to the ECD so materials can be purchased in time for camp. Maintain inventory throughout the summer. Responsible for replacement of old/tired equipment throughout the season.
4. Train JP Junior Staff in program development and execution, leading songs, general child development, behaviour management techniques, effective leadership techniques, nature education, game facilitation, organizing drama games and more.
5. Train and assist the junior staff with daily planning and organizing for JP groups.
6. Work with the other JP Senior to oversee and administer the operations of the JP department
7. Work with other Senior Staff to oversee proper use, maintenance and upkeep of all JP equipment and facilities.
8. Work with the other Senior Staff (JP and Waterfront) to organize and supervise the JP morning activities
9. Communicate JP goals, responsibilities, and expectations to parents
10. Work with the other JP Senior and LIT Senior to maintain the low ropes course and with the JP and FP Senior to oversee safe and proper use, maintenance and upkeep of the archery range
11. Plan with the other JP Senior to Lead ropes course trust/initiative activities and sessions weekly for every age group of Junior Program
12. Assist FP Senior with set-up and take-down of the Monday evening program, organizing fishing rods with the junior staff and assisting all aspects of the program
13. Plan, organize and supervise the folklore evening program
14. Manage inventory of JP supplies and equipment, with the other JP Senior, and communicate needs to the Camp Director.
15. Conduct a complete inventory at the beginning and end of the summer, recording information on inventory sheets provided. Order necessary equipment in Work Camp and be aware of the need to top up inventory in the summer.



16. Work together with the other JP Senior to provide regular feedback to JP Junior Staff and to complete mid and end-of-summer evaluations.
17. Cover the Family Program Senior on their day off - assisting the FP juniors with announcements, supervising evening program etc.