



Camp Stella Maris

Core/Management Staff

Camp is a magical place where fun is number one on the agenda every day. Whereas cabin staff are the frontline magic makers, core staff work behind-the-scenes to set counselors up for success. They are a team of hard-working leaders, who may not always get the glory, but are vital to ensuring that all the pieces are in place for seamless, safe and fun, programming. Earn \$375-\$500+/week based on position, experience, and qualifications. (Includes room and board.)

General Expectations of Core Staff Members

A core staff member is expected to have pride in, and take ownership of, their area of responsibility. This means doing all the hard things that come with making camp and their area the best it can be. They are expected to always be looking around for things that need to be done, and just do them (even those unglamorous things). A core staff member needs to maintain a positive attitude through challenges and be respectful to everyone, regardless of personal feelings. A core staff member's job is hard, and the reward does not lie in recognition, but rather in knowing that when things run smoothly, it is because they stepped up, owned their role and set the stage for success. *All positions have a min. age req. of 19 y.o. with a preference for 21+y.o.*

TOP CORE STAFF POSITIONS

Top management positions that work closely with the Camp Director in all aspects of camp operations. These positions come with responsibilities and tasks that occur long before the start of summer. These positions are responsible for overseeing and managing camp in the absence of the director.

Include: Head Counselor, Program Director, Camp Operations Director and Assistant to Camp Director

DIVISION DIRECTORS

First-line supervisors and support for cabin staff. Work closely as a team and with Head Counselor and Camp Director in the management of all cabin staff and campers. Oversee 3-5 cabins per week and ensure that counselors have the support they need to be successful. Involves lots of mediation with campers, frequent contact with parents/guardians and evaluations of cabin staff.

PROGRAM AREA DIRECTORS

Responsible for all aspects of operation of their area. Work closely with Camp Operations Director and cabin staff assigned to their area. Involves physical maintenance of area, scheduling of campers and staff, management and evaluation of area staff, budgeting, ordering and maintaining equipment, and participation in all-camp programming.

Include: Adventure Director, Arts & Nature Director, Ballfield Director, Spiritual Director and Waterfront Directors

LEADERSHIP DIRECTORS

Ensure the implementation of a high-quality leadership program for teens that are selected to participate. Act as counselor, teacher, mentor, and evaluator of campers and two assistants. Coordinate with other core members for the integration of participants into camp programming. Meet with Camp Director to discuss progress of campers.

Include: Leader-in-Training (LIT) Director and Counselor-in-Training (CIT) Director

DAY CAMP DIRECTOR & ASSISTANT

Provide overall management, supervision and planning for the total day camp operation. Ensure high quality age-relevant programming for day campers. Involves physical maintenance of area, scheduling of campers and staff, management and evaluation of staff, budgeting, ordering, collaboration with Head Counselor for staffing needs and Program and Area Directors for space and programming needs.

OTHER

PERMANENT ROVER: Jack of all trades position. Job description is tailored to the needs of camp and the strengths of staff member in the position.

CAMP CONSULTANT: Work with camper families prior to arrival to create an individual camping plan for campers that may have differing needs.

More About Core Staff

HEAD COUNSELOR

The Head Counselor works very closely with the Camp Director, especially prior to the start of camp when the task of staff availability is turned over. From that point on, ensuring adequate staff coverage throughout the summer is their responsibility. This includes approving and managing personal days and nights out; finding and communicating with replacement staff, as well as figuring out a solution for when a staff member is suddenly ill, injured or has an emergency. The Head Counselor position involves a lot of administrative tasks from ensuring appropriate coverage for a fire or missing camper drill to working with the registrar in camper and staff placement for upcoming weeks. They are the point of contact for the Division Director team and lead a daily meeting to talk about the well-being of all campers and staff. They deal with higher-level camper and staff issues, which includes interacting with camper families when necessary. This position requires the ability to remain empathetic and understanding while enforcing standards, keep camper and staff information confidential, stay extremely organized and keep a level-head while continuing to work during stressful situations.

PROGRAM DIRECTOR

The Program Director is responsible for the overall daily schedule of camp and all-camp activities. This position requires creativity, flexibility and organization, in order to create/run all-camp programs that align with the theme and be able to change course quickly when the weather isn't cooperating, or a program isn't running as envisioned.

CAMP OPERATIONS DIRECTOR

Responsible for the overall management of area programming. Point of contact and evaluator for area directors. Other duties/responsibilities are decided based on the strengths of the staff member in the position and the needs of camp.

ASSISTANT TO CAMP DIRECTOR

Assist the Camp Director with all camp operations. Specific duties will be decided based on staff member in position.

BRIEF DESCRIPTION OF PROGRAM AREAS

ADVENTURE: Teambuilding activities. Includes high ropes elements, low challenge elements and group games.
ARTS & NATURE: Painting, crafts, jewelry making, tie dye, boondoggle, pottery, music and acting options.
BALLFIELD: Field sports and games. Includes archery, soccer, tetherball, basketball, dodgeball, gaga, etc.
SPIRITUAL: Values-based, self-reflection program. Stories, activities and discussions about esteem, respect, love, etc.
WATERFRONT: Lake and beach activities. Includes swimming, inflatables, kayaking, sailing, sand play, tubing, etc.

WATERFRONT DIRECTOR & ASSISTANT DIRECTOR

Director must be at least 21y.o. and able/willing to obtain the following certifications: Lifeguarding with Waterfront Skills, Lifeguard Management and Progressive Swim Instructor (i.e. Red Cross Water Safety Instructor). Assistant must be at least 19y.o. and is only required to have valid Lifeguarding with Waterfront Skills certification.

LEADER-IN-TRAINING (LIT) DIRECTOR

Responsible for quality leadership fundamentals program for a co-ed group of about 18 campers aged 15 & 16 years. Requires ability to manage teen camper behaviors and direct, supervise, evaluate, and collaborate with 2 assistants.

COUNSELOR-IN-TRAINING (CIT) DIRECTOR

Responsible for quality counselor training program for a co-ed group of up to 12 campers/week. Director leads the training portion during the 1st week of all 7 CIT sessions with one of their two assistants. The assistant follows their campers during week 2, when they are in the cabin and the director teams up with the other assistant to start the next session.

DAY CAMP DIRECTORS

Requires the ability to manage all aspects of the entire program (i.e. scheduling, programming, staff and camper behavior concerns, staff evaluations, and communication with camper families). Essentially the head counselor, program director and area director for all of day camp.

CAMP CONSULTANT

Screens camper files for any red flags that might inhibit the success of a camper while attending. Reaches out to the camper family to discuss the situation and develop a behavior plan. Requires prior camp experience (ideally CSM), strong phone communication skills, organization, ability to follow up and clearly relay information to staff.