



Camp Stella Maris

Support & Program Staff

Just as it takes a village to raise a child, it takes the entire team to run a successful summer camp. Support and program staff may not sleep in cabins or lead campfires, but they are the backbone of camp operations.

Many times, they are behind the scenes, but always vital to the big picture.

Support & Program staff earn \$325+/week (or \$15-\$17/hour) based on position, experience, and qualifications. (Includes room and board.)

General Expectations of Support & Program Staff

Support & Program staff are expected to abide by and enforce all Camp Stella Maris policies and regulations. Although some positions do not have direct child supervisory responsibilities, all staff are expected to conduct themselves in a manner that is appropriate for children and be able to relate well with children and staff.

STORE MANAGER

Open and manage clothing and snack portion of store during camper pick-up and drop-off (Sun afternoons and either Fri evening or Sat morning). Manage daily camper snack visits, place timely food orders to maintain stock and ensure store is kept clean. Work with marketing director to account for all monies. Position can be tailored to FT or PT responsibilities and either commuter or live-in status. If live-in staff, additional camp-wide duties will be added to job description.

MEDIA SPECIALIST

Reports to marketing director. Produce daily media (video and photo), end of week video and videos to be used for year-round marketing/advertising. Video lengths range from 3-15 minutes and 80-100 photos/day are expected. Must maintain organized video and photo digital archives. Ideally live-in staff position. Video and photo samples will be required during application process.

WATERFRONT STAFF

Boating Specialist- Safely operate motorboats for tubing, banana boating, and rides in a manner that is appropriate to ages and, interests and abilities of the campers. NYS Public Vessel Joint Pilot and Engineer license required (and can be obtained through CSM).
Sailing Specialist- Instruct and supervise campers in sailing sunfish sailboats. NYS Boating Safety certificate required.

NIGHT WATCHMAN (SECURITY GUARD)

Remain alert and awake, staying attentive to all CSM property and personnel from 11:45pm-7:15am. Perform hourly rounds of campground, checking for any problems. Keep a log of overnight activities and wake up camp director (or designee) immediately in the event of any problem. Weeks alternate Sunday night-Friday night and Sunday night-Thursday night. Prior security experience or security certification is not required.

MAINTENANCE STAFF

Reports to and assists facilities manager with upkeep of campground. General maintenance and cleaner positions. Cleaning duties include restrooms, dining hall, offices, common areas and garbage collection. Maintenance duties include assisting with light repairs, push mowing and weed whacking. FT and PT positions with some Saturday hours.

OFFICE STAFF

Assist year-round office staff with general administrative duties; including, but not limited to, copying, scanning, faxing, answering phones, and generating reports. Majority of workload is reviewing and approving camper paperwork. Strong customer service skills required, as position involves frequent face-to-face and phone interactions with camper families and customers. PT and FT, 13-wk positions.

More About Support Staff

STORE MANAGER

Great on-the-job experience for anyone looking to gain more experience in sales and customer service. Position can be designed to fulfill internship requirements for a variety of degrees, including but not limited to, business, communications, marketing, finance, public relations, etc.

MEDIA SPECIALIST

Qualifications: Proven ability to film and photograph, edit and release (upload or equivalent) content common with that of a children's camp. Advanced knowledge of equipment, hardware and software associated with film and photographic production. Ability to determine suitability of content with regards to appropriateness, safety, and security. One year of college education or equivalent in experience significant for video production.

BOATING SPECIALIST (BOAT DRIVER)

Prior experience towing skiers and tubers behind motorboats required. Possession of valid NYS Boating Safety certificate is a prerequisite to sit for NYS Public Vessel Joint Pilot and Engineer license exam. Public Vessel exam fees are covered by CSM.

SAILING SPECIALIST (SAILING INSTRUCTOR)

Prior teaching and operating experience of Sunfish sailboat or equivalent required. Must possess valid NYS Boating Safety Certificate. Program operates with up to 6 sailboats and 12 campers at a time.

NIGHT WATCHMAN (SECURITY GUARD)

The purpose of this position is to ensure that there is somebody awake at all times camp is operating in order to wake and alert camp management in the case of an overnight emergency and/or wake medical staff in instances of need. Great position for someone looking to have paid, solitary, quiet time for study or looking to make money during the summer but keep their days free. In-between rounds and when not involved with any issues, night watchman is free to read or stream video on personal device, as long as they remain attentive to their surroundings.

MAINTENANCE STAFF

Maintenance/cleaner position schedules:

- 1: Monday-Friday 8:00am-4:00pm
- 2: Monday-Thursday 8:00am-4:00pm & Saturday 10:00am-2:00pm
- 3: Tuesday-Friday 8:00am-4:00pm & Saturday 10:00am-2:00pm

OFFICE STAFF

Excellent opportunity to gain valuable administrative and communication skills. See how an office operates and use this experience to help decide if working in an office might be a career path of interest. Future employers understand the value and look for candidates with strong soft skills. The experience gained in this position will help to set yourself apart from other candidates in future endeavors.