

CAMP STELLA MARIS JOB DESCRIPTION

POSITION: BOATING SPECIALIST (updated 4/2022)

Reports directly to Waterfront Director(s) and Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Camp Director and other pertinent waterfront members.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in required staff training.

While camp is in session:

1. Per NYSDOH Children's Camp Safety Plan:
 - a. Supervise campers such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
 - b. Maintain visual or verbal communications capabilities with campers during activities and account for assigned camper's whereabouts at all times.
2. Keep open communication with supervisors.
3. Knowledge of all motorboats and duties for each.
4. Safely operate boats in a manner that is appropriate to ages, interests and abilities of the campers.
5. Assist in overall maintenance and upkeep of boats, equipment and waterfront areas.
6. Uphold the rules and guidelines of the waterfront to ensure the safest environment for all participants.
7. Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code as it applies to boat programming.
8. Assist with waterfront maintenance jobs during non-waterfront programming times.
9. Other duties as directed.

OTHER:

- If live-in staff,
 - Maintain clean safe living quarters.
 - Additional evening responsibilities as directed.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards.
- All duties must be performed in accordance with CCDD's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 18 years of age.
2. Prior experience towing skiers and tubers behind motorboat.
3. Possess NYS Public Vessel Joint Pilot and Engineer License.
4. Valid Lifeguarding, CPR/AED, First-Aid and Waterfront Skills Certifications highly desirable.
5. Possess high moral character.
6. Emotionally mature and stable.
7. Belief and commitment to camp's policies and philosophy.
8. Youth group work/experience highly desirable.

2022 SCHEDULE, DATES & DETAILS:

- Staff Training Week:
 - June 19-24
 - Not required to attend entire week, but welcome to attend any trainings
 - Specific schedule will be provided closer to date

- Camper Weeks:
 - June 26-August 19
 - Camper sessions start on Sundays and alternate long and short weeks.

LONG WEEKS	SHORT WEEKS
A Week: June 26-July 2	B Week: July 3-July 8
C Week: July 10-July 16	D Week: July 17-July 22
E Week: July 24-July 30	F Week: July 31-August 5
G Week: August 7-August 13	H Week: August 14-August 19

- Boat Driver Weekly Schedule:
 - Monday: 8:30-11:30am
 - Tuesday: 8:30-12:30pm; LUNCH BREAK; 1:30-4:00pm
 - Wednesday: 8:30-12:30pm
 - Thursday: 8:30-12:30pm; LUNCH BREAK; 1:30-4:00pm
 - Friday: OFF
 - Tentative make-up hours from 8:30-12:30pm, if inclement weather during week
 - No Saturdays or Sundays
- Salary/Benefits:
 - \$300/week (Total ~8.5 weeks: ½ week staff training + 8 weeks work)
 - Access to lake and other camp amenities during off time
 - Cost of Public Vessel License covered by CSM