



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

Manage store during camper drop-off, pick-up and daily visits during the week (including day camp). Maintain accurate snack inventory and store cleanliness. During non-store times, assist marketing director with taking photo/video for social media.

- Minimum age 18 • Live-in or Commuter • Full Summer
- Live-in staff arrive and leave with resident staff (Sunday to Friday night or Saturday morning) and have assigned duties outside store hours.

MEDIA SPECIALIST

Reports to marketing director. Produce daily media (both photo and video) as well as end of week video (at least 10 minutes in length). Must maintain organized video and photo digital archives. Ideally live-in staff position. Video and photo samples will be required during application process.

- Minimum age 18 • Live-in or Commuter
- Full Summer

WATERFRONT STAFF

Boating Specialist- Safely drive campers on motorboats for tubing and boat rides. NYS Boating Safety certificate required prior to employment and CSM will provide materials and pay for Public Vessel License exam.

Sailing Specialist- Instruct and supervise campers in sailing sunfish sailboats. NYS Boating Safety certificate required.

- Minimum age 18 • Commuter • Full Summer

NIGHT WATCHMAN (SECURITY GUARD)

Alert, awake and moving about the campground keeping a watchful eye on all the property and personnel of CSM between the hours of 11:45pm and 7:15am.

- Minimum age 18 • Commuter
- Full-Time Nights

MAINTENANCE STAFF

Assist facilities manager with maintaining and cleaning facilities, equipment and grounds.

- Minimum age 18 • Commuter
- Full-Time or Part-Time

OFFICE ASSISTANT

Assist year-round office staff with general administrative duties; including, but not limited to, copying, scanning, faxing, answering phones and generating reports.

- Minimum age 18 • Commuter
- Full-Time or Part-Time

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)

Ability to provide campers with rides appropriate to ages and, interests and abilities of the campers. Prior experience towing 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. Tuesday-Friday 8:30am-10:30am

NIGHT WATCHMAN

Perform hourly rounds of campground, checking for any problems and keeping a log of overnight activities. 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. 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.

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

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. 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.