

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: ASSISTANT CIT DIRECTOR – Seasonal Exempt

Salary Range: \$375-\$415/week

Reports directly to CIT Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Director of Year-Round Programming and CIT Director.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation (if new), Open House and Pre-camp Orientation/Training week.
4. Acquire area appropriate certifications.

While camp is in session:

1. Work closely with CIT Director in planning the program.
2. Assist the CIT Director in implementation of leadership development program.
3. Assist CIT Director in establishing schedules, work projects, discussion groups, and cabin assignments.
4. Observe CITS in their cabin and area assignments - offer advice, help and support throughout their encampment.
5. Per NYSDOH Children's Camp Safety Plan:
 - a. Supervise CITS 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 between CIT and counselor during activities and a method of accounting for the campers' whereabouts at all times.
6. Encourage, challenge, advise, listen, support and be open to all trainees.
7. Set a "good example" in all areas of camp leadership.
8. Assist CIT Director in evaluating trainees (throughout their session) and program effectiveness.
9. Act in the absence of the CIT Director.
10. Assist in keeping appropriate inventories and records at the beginning and end of each session.
11. Counseling responsibilities: meal supervision, OD, general camp assignments (including life guarding or 'lookout' positions), active involvement in general camp activities, programs, open ballfield, and evening programs.
12. Maintain clean and safe living quarters.
13. Other duties as directed.

OTHER:

- 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 19 years of age (or 18 years of age with 2 years of CSM summer staff experience).
2. Two years of experience working in a camp environment.
3. One year of experience working with teens in various capacities.
4. Emotionally mature and stable.
5. Belief and commitment to camp's policies and philosophy.
6. Ability to organize efficiently.

ADDITIONAL QUALIFICATIONS & RESPONSIBILITIES FOR LIFEGUARDS

1. Per NYSDOH Children's Camp Safety Plan:
 - a. Actively supervise participants in the camp's swimming activities as detailed in the camp's approved safety plan.
 - b. Shall not be engaged in duties or activities that distract from direct supervision of the waterfront.
2. Current certificate in an acceptable Lifeguard training program as specified in Aquatic Certifications for NYS Bathing Facilities fact sheet. [ex. American Red Cross Lifeguarding].
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/aquacert.htm> for a complete list of acceptable Lifeguarding certifications.
3. Current Waterfront Skills certification.
4. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers]
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm> for a complete list of acceptable CPR certifications.

*Annual CPR recertification is required, regardless of expiration date on card