

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: ASSISTANT DAY CAMP DIRECTOR – Seasonal Exempt

Salary Range: \$425-\$450/week

Reports directly to Day Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Day Camp Director and other pertinent Core Staff members.
2. Work with Day Camp Director to start planning summer programming.
3. Complete all necessary paperwork and submit by assigned deadlines.
4. Attend and actively participate in Management Weekend.
5. Assist in leading New Staff Orientation, Open House, and Pre-camp Orientation/Training week as it pertains to Day Camp programming and staff.

While camp is in session:

1. Assist Day Camp Director in providing overall management, supervision and planning for the total day camp operation.
2. Assist Day Camp Director in supervising the security of sign-in and sign-out procedures as well as daily attendance.
 - a. Help in the establishment of a method of communicating program information to parents/guardians during this time (i.e., board, flyer, etc.).
 - b. Maturely and professionally communicate any relevant camper information/concerns to parents/guardians.
3. Work with Day Camp Director to offer high quality age-relevant programming to campers.
 - a. Assist Day Camp Director with ordering responsibilities.
 - b. Work with resident Program Director, Director of Camper Experience and Camp Operations Director to integrate Day Camp safely and seamlessly into overall camp operation.
4. Assist Day Camp Director with coordinating Day Camp staff schedules.
 - a. Assist Day Camp Director in working closely with Head Counselor regarding staffing changes and needs.
5. Participate in daily staff meetings when assigned by Day Camp Director.
6. Assist Day Camp Director with monitoring the well-being and climate of Day Camp staff. Relate pertinent information to Camp Director and Head Counselor.
7. Assist Day Camp Director in making relevant notes in camper records regarding behavior or other noteworthy concerns.
8. Assist in preparation for ACA visit (as necessary).
9. Assist as directed in supervision of staff and evaluations of staff performance.
10. Other duties as directed.

OTHER:

- If live-in staff
 - Arrive Sunday evening in time for staff intros and meeting.
 - Fulfill additional core responsibilities from 7:00pm to midnight.
 - Maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code.
- 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 CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 19 years of age (senior staff member highly desirable).
2. Prior experience working in camp environment or equivalent experience.
3. Valid driver's license preferred.
4. Possess excellent managerial and administrative skills.
5. Efficient and organized.
6. Proven ability to adapt to new situations.
7. Possess high moral character.
8. Ability to relate well and communicate with people of all ages (campers, staff, parents).
9. Ability to supervise and organize children and adults.
10. Ability to establish and maintain positive work relationships with fellow staff.
11. Emotionally mature and stable.
12. Belief and commitment to camp's policies and philosophy.

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