

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: BALLFIELD DIRECTOR – Seasonal Exempt

Salary Range: \$435-\$495/week

Reports directly to Director of Camper Experience.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Director of Camper Experience and other pertinent Core Staff members.
2. Work with the Director of Camper Experience and Camp Operations 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. Plan and lead Archery Training.
6. Assist in planning and leading New Staff Orientation, Open House and Pre-camp Orientation/Training week.

While camp is in session:

1. Sunday responsibilities
 - a. During drop-off perform assigned duty.
 - b. Work with Camp Operations Director and other Area Directors to manage the morning program selection process.
 - c. Assign campers to morning programming options and ensure all pertinent paperwork gets to appropriate staff.
2. Work closely with the Camp Operations Director to determine area staffing and appropriate ratios for morning programming.
3. Implement well-planned, age-appropriate instructional programs that utilize staff abilities to the benefit of camp programming.
 - a. Responsible for ordering program supplies.
4. Work with Program Director and cabin counselors on special program needs.
5. Keep appropriate inventories and records throughout the entire camp season. (Make necessary updates to the area manual.)
6. Maintain all equipment in safe operating condition.
7. Facilitate and supervise Archery during Open Waterfront.
8. Cooperate with Director of Camper Experience and Camp Operations Director to assist in their management of Open Ballfield after dinner.
9. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor (if live-in staff member).
10. Assist in preparation for ACA visit (as necessary).
11. Assist as directed in supervision of staff and evaluations of staff performance.
12. Other duties as directed.

OTHER:

- If live-in staff
 - 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 CCDC'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