

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2023)**

**POSITION: CIT DIRECTOR – Seasonal Exempt**

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

Reports directly to Director of Year-Round Programming.

**RESPONSIBILITIES:**

**Prior to the start of camp:**

1. Maintain open communication with Director of Year-Round Programming and other pertinent Core Staff members.
2. Work with Director of Year-Round Programming and other leadership staff 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 planning and leading New Staff Orientation, Open House and Pre-camp Orientation/Training week.

**While camp is in session:**

1. Implement leadership development program geared at developing strong future candidates. (Act as a mentor and supervisor to assistant CIT staff.)
2. Establish schedules, work projects, discussion groups, and cabin assignments.
3. Observe CITs in their cabin and area assignments - offer advice, help, and support throughout their encampment.
4. 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. Always Maintain visual or verbal communications capabilities between CIT and counselor during activities and a method of accounting for the campers' whereabouts.
5. Encourage, challenge, advise, listen, support and be open to all trainees.
6. Set a "good example" in all areas of camp leadership.
7. Evaluate trainees (throughout their session) and program. (Provide hiring suggestions to the Management Team at the conclusion of each session.)
8. Work closely with Program Director to integrate CITs into camp wide programming.
9. Work with Area Directors and Head Counselor during CIT assignment process to ensure CITs are given a placement that utilizes their abilities to the benefit of camp operation as well as their individual development.
10. Keep appropriate inventories and records at the beginning and end of each session.
11. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor.
12. Assist in preparation for ACA visit (as necessary).
13. Other duties as directed.

**OTHER:**

- If live-in staff
  - Fulfill additional core responsibilities from 10:00pm 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