

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

**POSITION: CAMP CONSULTANT – Seasonal Exempt**

Salary Range: \$300-\$350/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 Registrar.
2. Work with Registrar and Director of Year-Round Programming to start identifying families to contact and start connecting.
3. Complete all necessary paperwork and submit by assigned deadlines.
4. Attend a portion of Management Weekend to collaborate with Division Directors and Head Division Director.
5. Attend and actively participate in Open House.

**While camp is in session:**

1. Sunday responsibilities
  - a. Work closely with Head Division Director, Director of Year-Round Programming to prepare Division Directors regarding pertinent camper concerns and action plans. (Share concerns list with Summer Camp Director.)
  - b. Participate in drop-off.
2. During the week
  - a. Work with Registrar and camper families to create action plans for identified campers.
3. Other duties as directed.

**OTHER:**

- 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 CCCR'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.
3. Professional experience or degree in social work, mental health, or equivalent.
4. Valid driver's license preferred.
5. Possess excellent managerial and administrative skills.
6. Efficient and organized.

7. Proven ability to adapt to new situations.
8. Possess high moral character.
9. Ability to relate well and communicate with people of all ages (campers, staff, parents).
10. Ability to supervise and organize children and adults.
11. Ability to establish and maintain positive work relationships with fellow staff.
12. Emotionally mature and stable
13. Belief and commitment to camp's policies and philosophy.