

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: CAMP OPERATIONS DIRECTOR – Seasonal Exempt

Salary Range: \$490-\$540/week

Reports directly to Director of Camper Experience.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director, Head Counselor, Area Directors, and Program Director.
2. Work with Summer Camp Director and other pertinent Core Staff members to make staffing decisions.
3. Work with Area Directors to start planning morning programming options.
4. Complete all necessary paperwork and submit by assigned deadlines.
5. Attend and actively participate in Management Weekend.
6. Assist in planning and leading New Staff Orientation, Open House, and Pre-camp Orientation/Training week.

While camp is in session:

1. Work closely with the Summer Camp Director to assist in the daily operation of summer camp.
2. Sunday responsibilities
 - a. Assist in running big staff meeting.
 - b. During drop-off perform assigned duty.
 - c. Work with Summer Camp Director to host dinner and provide dining hall orientation to campers.
 - d. Work with Area Directors to manage morning program selection process.
 - e. Work with Area Directors to assign campers to morning programming options and ensure all pertinent paperwork gets to appropriate staff.
3. Pick-up day responsibilities
 - a. Assist with close-up duties as directed/needed.
 - b. Assist in 2nd level cabin check-out inspections.
 - c. Assist in closing and lock-up of all buildings (including inspection of personal areas).
4. During the week
 - a. Oversee the running of morning programming.
 - b. Manage and supervise live-in support staff as it relates to morning programming.
 - c. Work with Day Camp and Area Directors to ensure efficient sharing of programming spaces.
 - d. Perform daily opening and closing duties as directed and scheduled.
 - e. Work with Summer Camp Director to manage staff during Open Ballfield.
5. Assist in monitoring the well-being and climate of staff. Relate pertinent information to Summer Camp Director and Head Counselor. (Assist in providing relief/breaks in a fair and impartial fashion when possible/necessary.)
6. Assist in preparation for ACA visit (as necessary).
7. Assist as directed in supervision of staff and evaluations of staff performance.
8. 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 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