

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

**POSITION: DAY CAMP COUNSELOR – Seasonal Exempt**

Salary Range: \$325-\$375/week

Reports directly to Day Camp Director.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Maintain open communication with Director of Camper Experience and Day Camp Director(s).
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation/Open House weekend and Pre-camp Orientation/Training week. (Commuter staff will be given condensed schedules for these events.)
4. Acquire area appropriate certifications.

While camp is in session:

1. Prior to the start of camp each week, prepare lessons for morning periods in your assigned program area and review with Day Camp Director(s).
2. Assist co-counselor in supervision of assigned cabin (typically 12-14 campers).
3. Provide strong leadership and guidance to campers within assigned cabin, program areas and meals.
4. Coordinate with co-counselor and Day Camp Director(s) regarding assignments during group activities.
5. Actively participate in beach and recreational swimming activities at the waterfront.
6. Per NYSDOH Children's Camp Safety Plan:
  - a. Supervise campers 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 between camper and counselor during activities and a method of accounting for the campers' whereabouts.
7. Supervise and assist in keeping Day Camp facilities clean and organized.
8. Keep open communication with Day Camp Directors. (Including but not limited to camper/staff incidents as well as general well-being).
9. Assist with daily sign in/out of campers.
10. Other duties as directed.

**OTHER:**

- If live-in staff
  - Arrive no later than Sunday evening in time for staff intros.
  - Fulfill additional programming duties from 7:00pm to midnight.
  - Maintain clean, safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- 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 17 years of age (or any age with 1 year of CSM summer staff experience).
2. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Day Camp/day care experience highly desirable.

## **ADDITIONAL QUALIFICATIONS & RESPONSIBILITIES FOR WATERFRONT STAFF AND/OR 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].
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/aquacert.htm> for a complete list of acceptable Lifeguarding certifications.*

*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**