

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

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

Salary Range: \$485-\$600/week

Reports directly to Director of Camper Experience.

**RESPONSIBILITIES:**

**Prior to the start of camp:**

1. Maintain open communication with Director of Camper Experience.
2. Work with Director of Camper Experience and other pertinent Core Staff members to make staffing decisions.
3. Work with Assistant Day Camp Director to start planning summer programming.
4. Complete all necessary paperwork and submit by assigned deadlines.
5. Attend and actively participate in Management Weekend.
6. Assist in leading New Staff Orientation, Open House and Pre-camp Orientation/Training week as it pertains to Day Camp programming and staff.

**While camp is in session:**

1. Provide overall management, supervision and planning for the total day camp operation.
2. Supervise the security of sign-in and sign-out procedures as well as daily attendance.
  - a. Establish a method of communicating program information to parents/guardians during this time (i.e., board, flyer, etc.).
  - b. Maturely and professionally communicate any relevant camper information/concerns to parents/guardians.
3. Work with Assistant Day Camp Director to offer high quality age-relevant programming to campers.
  - a. Responsible for overseeing the ordering of program supplies.
  - b. Work with resident Program Director, Director of Camper Experience and Camp Operations Director to integrate Day Camp safely and seamlessly into overall camp operation.
4. Coordinate Day Camp staff schedules.
  - a. Work closely with Head Counselor regarding staffing changes and needs. (Inform Head Counselor of any sickness of staff and/or any associated problems.)
5. Participate in daily staff meeting (or send a delegate).
6. Monitor the well-being and climate of Day Camp staff. Relate pertinent information to Director of Camper Experience and Head Counselor.
7. Make relevant notes in camper records regarding behavior or other noteworthy concerns.
8. Assist in preparation for ACA visit (as necessary).
9. Assist as directed in supervision of staff and evaluations of staff performance.
10. Other duties as directed.

## **OTHER:**

- If live-in staff
  - Arrive Sunday evening in time for staff intros and meeting.
  - 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 CCDR's corporate compliance and ethics program.

## **QUALIFICATIONS:**

1. Minimum of 19 years of age.
2. Prior experience working in camp environment or equivalent experience.
3. Valid driver's license.
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