

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: HEAD DIVISION DIRECTOR – Seasonal Exempt

Salary Range: \$490-\$540

Reports directly to the Director of Year-Round Programming

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director, Head Counselor, COD, Program Director, and Division Directors.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in Management Weekend.
4. 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 Head Counselor and Program Director(s) to assist in the daily operation of summer camp.
2. Offer assistance to Division Directors in working with campers of all ages and abilities, focusing on those with special needs and/or challenging behaviors.
3. Working with the Registrar, Camp Consultant, and camper families, creating action plans for campers identified.
4. Act as liaison between Division Directors and Health Center to ensure that information is correctly and promptly communication amongst all necessary people.
5. Meet each day with the Division Director team to discuss their needs and provide support and skill development.
6. Provide in-service trainings based on experience working with campers of special needs or challenging behaviors.
7. In partnership with the Head Counselor, provide mentoring to counselors.
8. Provide debrief sessions for campers and/or staff for any situations that require support.
9. Monitor the well-being of the Division Directors and offer relief/breaks. This should be done whenever possible (i.e., OD etc.) and time should be allotted in a fair and impartial fashion.
10. In collaboration with the Director of Year-Round Programming, update and maintain a Mental Health Crisis Response Manual.
11. Fill out and follow-up with Reportable Incident Forms as necessary; read filed Reportable Incident Forms to keep abreast of trends.
12. Make relevant notes in camper records regarding behavior or other noteworthy concerns.
13. Assist as directed in supervision of staff and evaluations of staff performance.

Sunday Responsibilities

- a) Work closely with Director of Year-Round programming and Camp Consultant to prepare Division Directors regarding pertinent camper concerns and action plans.
- b) Attend Core staff meeting to update staff on camper needs and considerations.
- c) Circulate during Divisional Meetings to answer questions and support Division Directors in relaying information.
- d) Assist in running big staff meeting.

Pick-up day responsibilities

- a) In collaboration with the Head Counselor, act as a liaison between Cabin Staff/Division Directors and Summer Camp Director regarding camper pick-up and any parent/guardian concerns.
- b) Assist in 2nd level cabin check-out inspections.
- c) Assist in closing and lock-up of all buildings (including inspection of personal areas).

Other

1. Abide by and enforce all camp policies and regulations.
2. Understand, accept, live, and uphold the philosophy of Camp Stella Maris.
3. Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code.
4. 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.
5. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
6. Other duties as directed.

QUALIFICATIONS:

1. Minimum of 19 years of age.
2. Minimum of (or working towards) a bachelor's degree or the equivalent in experience significant for youth development or mental health.
3. Belief in philosophy of Camp Stella Maris and support of goals and objectives.
4. Prior experience working in camp environment or equivalent experience.
5. Valid driver's license preferred.
6. Possess excellent managerial and administrative skills.
7. Efficient and organized.
8. Proven ability to adapt to new situations.
9. Possess high moral character.
10. Ability to relate well and communicate with people of all ages (campers, staff, parents).
11. Ability to supervise and organize children and adults.
12. Ability to establish and maintain positive work relationships with fellow staff.