

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: NIGHT SECURITY – Seasonal Non-Exempt

Salary Range: \$15-\$17/hour

Reports directly to Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and other pertinent Core Staff members.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Must attend and actively participate in required staff training.

While camp is in session:

1. Keep open communication with the Summer Camp Director.
2. Hours: 11:45pm to 7:15am.
3. At the beginning of shift, check in with closing staff member to discuss any pertinent issues or concerns.
4. Remain alert and awake, staying attentive to all CSM property and personnel.
5. Perform hourly rounds of campground checking for any problems. (Punch in and out on time clock and keep written record of all rounds in notebook.)
6. Report/call/wake Summer Camp Director (or person designated) immediately in the event of any problem.
7. Other duties as directed.

OTHER:

- 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 18 years of age.
2. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Youth group work/experience highly desirable.