

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

**POSITION: OVERNIGHT CABIN COUNSELOR – Seasonal Exempt**

Salary Range: \$350-\$400/week

Reports directly to Division Director and Area 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. Attend and actively participate in New Staff Orientation (if new), Open House and Pre-camp Orientation/Training week.
4. Acquire area appropriate certifications.

While camp is in session:

1. Assist co-counselor in supervision of assigned cabin (typically 10-14 campers).
2. Provide strong leadership and guidance to campers within assigned cabin, program areas, meals, and assigned sleeping cabin.
3. Participate in general execution of camp's programs.
4. Supervise and assist in camp housekeeping duties.
5. 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 capabilities between camper and counselor during activities and a method of accounting for the campers' whereabouts.
6. Keep open communication with supervisors (Division Director, Area Director, Head Counselor etc.).
7. Maintain clean safe living quarters.
8. 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 CCDD's corporate compliance and ethics program.

**QUALIFICATIONS:**

1. Minimum of 17 years of age.
2. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Experience working with children 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].  
*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

## **ADDITIONAL QUALIFICATIONS FOR ADVENTURE STAFF**

1. Current CSM Low/High Ropes Certification.