

CAMP STELLA MARIS
JOB DESCRIPTIONS (Updated 10/2023)

POSITION: PERMANENT ROVER – Seasonal Exempt

Salary Range: \$375-\$425/week

Reports directly to Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Management Team 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. In absence of cabin counselor, 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 (Area Director, Head Counselor etc.).
7. Assist Management Team, Head Counselor, Program Director, or Marketing Director with various tasks (i.e., coordinating campfires, setting up program, hospital runs, working in store, photos, etc.)
8. Maintain regular working hours and assignments as rest of residential staff.
9. Maintain clean safe living quarters.
10. 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 19 years of age (senior staff member highly desirable).
2. Prior experience working in camp environment or equivalent experience.
3. Valid driver's license preferred.
4. Efficient and organized.
5. Proven ability to adapt to new situations.
6. Possess high moral character.
7. Ability to relate well and communicate with people of all ages (campers, staff, parents).
8. Ability to supervise and organize children and adults.
9. Ability to establish and maintain positive work relationships with fellow staff.
10. Emotionally mature and stable.
11. Belief and commitment to camp's policies and philosophy.

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.
1. 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.
2. Current Waterfront Skills certification.
3. 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.