

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 12/2023)

POSITION: CAMP DIRECTOR - Fulltime Exempt

Salary Range: \$60,000 - \$75,000 annually

Reports to Executive Director.

RESPONSIBILITIES:

Provide exceptional customer service in all aspects of the organization following the philosophy and mission of Camp Stella Maris. Provide leadership, management, supervision, and guidance to camp operation during summer and year-round including to staff, programming, safety, and campers. Report to and work closely with the Executive Director to prioritize and resource the total operation of Camp Stella Maris. The Camp Director is a member of the Camp Management team with the Director of Camper Experience, and the Director of Year-Round Programming. (Summer and year-round Camps)

1. Personnel:

a. Responsibilities include:

i. Summer Camp

1. Recruiting, interviewing, hiring, training, and evaluation of Seasonal Camp Staff (Head Counselor, Cabin, Specialty, and Support); Except for office and maintenance positions.
2. Closely supervise food service and health staff.
3. Coordination, with the Business Manager, of all camp staff paperwork, certification, and correspondence.
 - a. Paperwork: Annually update staff forms to be published on CampMinder dashboards.
4. Work with the Camp Management team on planning and implementation of Seasonal Camp Staff training.
5. Collaborate with the Camp Management Team to develop and implement service and safety training.

ii. Year-Round Programming

1. Support year-round programming by running or assisting with programs.

b. Collaborate with the Camp Management Team on the development and implementation of summer employee motivational programs. (The goal is to increase overall morale and retention, and success will be evaluated based on responses to the staff survey.)

1. Develop and implement retention and staff morale strategies.

2. Finance/Budget:

- a. Responsible for developing, tracking, and forecasting summer wage, and food related budgets.
- b. Responsible for achieving year-end balanced budget.

3. Regulatory Compliance:

- a. Responsible for all matters of regulatory compliance dealing with Summer Camp with

agencies such as NYS Department of Health, American Camp Association accreditation, Livonia Code Enforcer (NYS Building Code), American Red Cross, Conesus Lake Association, and NYS Parks & Recreation, Association for Challenge Course Technology (ACCT), and NYS Department of Labor (NYSDOL)

- b. Work closely with the Director of Year-Round Programming to annually obtain the necessary inspection and permits for all challenge course elements.

4. Facilities:

- a. Active participation on the Camp's Safety Committee. (The committee is a requirement per CSM's insurance company and OSHA and consists of the Executive Director, Camp Director, Director of Year-Round Programming, Director of Camper Experience, and Facilities Manager. The goal is to set a policy on safety and investigate incidences of injury.)
- b. Manage the setup and teardown of summer camp.
- c. Collaborate with Facilities Manager to ensure clean, well-maintained facilities during the Summer Camp season.
- d. Work with the Camp Management Team on planning of facility improvements, as it pertains to programming and supervision considerations.
- e. Maintenance of all High Ropes Adventure/Challenge elements

5. Communication/Marketing:

- a. Ownership of exhibiting an effective communication style with staff and parents.
- b. Actively sell programs. (For example, attendance at Camp Fairs and other relevant events.)
- c. Work closely with the Marketing Director in all communication and marketing sources used for summer camp.
- d. Commitment to excellent customer service.
- e. Work with the Marketing Director to increase diversity in customers reached. (Includes, but is not limited to, geographical diversity and ethnic/racial diversity.)
- f. Complete written evaluation of summer camp. (End of Summer Report that will be presented to Board.)

6. Administration/Management:

- a. Develop and manage summer staff teams.
- b. Manage camper and parent concerns that fall within the scope of Camp Director responsibilities.
- c. Maintain positive relationships with camp vendors.
- d. Annually update, submit and implement NYS Children's Camp Safety Plan.
- e. Work with the Camp Management Team to maintain and implement applicable sections of Crisis Communication Plan.
- f. Implement a process for data collection when needed.

7. Board of Directors:

- a. Responsibility to work, as needed, with board committee as assigned by Executive Director.

8. Development:

- a. Responsible for representing camp at assigned functions, with the goal of improving alumni and donor relations.
- b. Actively participate in fundraising efforts, as assigned.

- c. Provide input to Business Manager regarding allocation of Campership program funding levels.

9. Community Relations:

- a. Be active with local community organizations.
- b. Participate in American Camp Association trainings and conferences.

10. Special Projects:

- a. As assigned by the Executive Director.

ESSENTIAL FUNCTIONS:

- Uphold and interpret the basic philosophy and mission of camp while providing the best camp experience for all participants and staff.

PHYSICAL REQUIREMENTS:

- Work will be performed in a variety of settings (i.e. indoors, outdoors etc.).
- There will be occasional heavy lifting as workflow and staff commitments dictate.
- Potential exists for frequent public speaking, walking tours of the facility and heavy physical exertion.
- Must reside on Camp premises during summer camp season (June, July, and August).
- Availability to work nontraditional hours, including weekends as needed.

QUALIFICATIONS:

- Bachelor's degree and/or master's degree preferred in, but not limited to, education, recreation, or human services.
- Three plus years in camp, business, education, or non-profit organization management.
- Minimum of 25 years of age.
- Possess proven managerial and administrative skills (i.e., scheduling, organizing.)
- Two years leadership in organized camping.
- Possess high moral character.
- Passionate, versatile, energetic, creative, imaginative, and enthusiastic about camp.
- Ability to relate well with children, staff, and parents of both.
- Ability to perform under stress.
- Be able to pass a background check including New York State Sanitary Code [Subpart 7-2.5 \(3\) & \(4 \(i, ii\)\)](#).
- Have or be able to obtain a NYS driver's license.
- Preference given to candidates who possess certification as either ACCT Challenge Course Manager (CCM) or American Red Cross Water Safety Instructor (WSI)