

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: ASSISTANT DAY CAMP DIRECTOR – Seasonal Exempt

Salary: Starting at \$425-\$450/week

Reports directly to Day Camp Director.

JOB OVERVIEW:

Assist the Day Camp Director with overall management, supervision, and planning for the total day camp operation. Help to ensure high quality, age-relevant programming for day campers (ages 5-12) as well as facilitate positive behavior management. Involves physical maintenance of area, scheduling of campers and staff, help with staff evaluations, budgeting, ordering, and communication with camper families. Note: All core staff may perform additional duties beyond their role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Day Camp Director and other management team members.
2. Work with Day Camp Director to start planning summer programming.
3. Complete all necessary paperwork and submit by assigned deadlines.
4. Attend and actively participate in Management Weekend.
5. Assist in leading New Staff Orientation, Open House, Camp Set-up and Pre-camp Orientation/Training week as it pertains to Day Camp.

While camp is in session:

1. Assist Day Camp Director in providing overall management, supervision and planning for the total day camp operation.
2. Assist Day Camp Director in supervising the security of sign-in and sign-out procedures as well as daily attendance.
 - a. Help in the establishment of a method of communicating program information to parents/guardians during this time (i.e., board, flyer, etc.).
 - b. Maturely and professionally communicate any relevant camper information/concerns to parents/guardians.
3. Work with Day Camp Director to offer high quality age-relevant programming to campers.
 - a. Assist Day Camp Director with ordering responsibilities.
 - b. Work with other members of the management team to integrate Day Camp safely and seamlessly into overall camp operation.
4. Assist Day Camp Director with coordinating Day Camp staff schedules.
 - a. Assist Day Camp Director in working closely with Head Counselor regarding staffing changes and needs.
5. Participate in daily staff meetings when assigned by Day Camp Director.
6. Assist Day Camp Director with monitoring the well-being and climate of Day Camp staff. Relate pertinent information to Camp Director and Head Counselor.
7. Assist Day Camp Director in making relevant notes in camper records regarding behavior or other noteworthy concerns.

8. Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code (Standards and Codes will be provided in a binder and taught).
9. Assist as directed in supervision of staff and evaluations of staff performance.
10. Other duties as directed.

OTHER:

- If live-in staff
 - Talk to Camp Operations Director for Sunday duties.
 - Fulfill additional core responsibilities from 7:00pm to midnight.
 - Maintain clean safe living quarters.
- 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 CCDC's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 19 years of age.
2. Prior experience working in camp environment or equivalent experience.
3. Valid driver's license preferred.
4. Possess excellent managerial and administrative skills.
5. Efficient and organized.
6. Ability to adapt to new situations.
7. Possess high moral character.
8. Ability to relate well and communicate with people of all ages (campers, staff, parents).
9. Ability to supervise and organize children and adults.
10. Ability to establish and maintain positive work relationships with fellow staff.
11. Emotionally mature and stable.
12. Belief and commitment to camp's policies and philosophy.