

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: BALLFIELD DIRECTOR – Seasonal Exempt

Salary: Starting at \$425-485/weekly

Reports directly to Summer Camp Director

JOB OVERVIEW:

Plan and implement fun and engaging Ballfield programming that is designed to foster teamwork, friendly competition and sportsmanship through traditional sports/games and innovative activities. Supervise and facilitate archery as needed (training to be discussed). Oversee program area, including staff/camper management, scheduling, program quality, and maintenance. Note: All core staff may perform additional duties outside their direct role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Director of Camper Experience and other pertinent Core Staff members.
2. Work with the Director of Camper Experience and Camp Operations 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. Plan and lead Archery Training.
6. Assist in planning and leading New Staff Orientation, Camp Set-up, Open House and Pre-camp Orientation/Training week.

While camp is in session:

1. Sunday responsibilities as assigned (if live-in).
2. Work with other members of core staff to facilitate the morning program selection process.
3. Assign campers to morning programming options and ensure all pertinent paperwork gets to appropriate staff.
4. Work closely with the Camp Operations Director to determine area staffing and appropriate ratios for morning programming.
5. Implement well-planned, age-appropriate instructional programs that utilize staff abilities & talents.
6. Work with Program Director and cabin counselors for any special program needs.
7. Responsible for ordering program supplies.
8. Keep appropriate inventories and records throughout the entire camp season. (Make necessary updates to the area manual).
9. Supervise and facilitate open ballfield and archery as needed.
10. Maintain all equipment in safe operating condition.
11. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor (if live-in staff member).
12. Assist in supervision of staff and evaluations of staff performance.

13. 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).
14. Other duties as directed.

OTHER:

- If live-in staff:
 - 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. Willingness to obtain archery certification.
4. Valid driver's license preferred.
5. Possess excellent managerial and administrative skills.
6. Efficient and organized.
7. Proven ability to adapt to new situations.
8. Possess high moral character.
9. Ability to relate well and communicate with people of all ages (campers, staff, parents).
10. Ability to supervise and organize children and adults.
11. Ability to establish and maintain positive work relationships with fellow staff.
12. Emotionally mature and stable.
13. Belief and commitment to camp's policies and philosophy.