

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2024)**

**POSITION: DAY CAMP COUNSELOR – Seasonal Exempt**

Salary: Starting at \$325-\$375/week

Reports directly to Day Camp Director and Day Camp Assistant Director

**JOB OVERVIEW:**

Work with a co-counselor to ensure the general safety and well-being of 10-12 campers (ages 5-12) for the week (typically 8 hours/day). Counselors play a vital role in creating a fun and nurturing environment, fostering personal growth and community among campers. Be a positive role model and leader and provide emotional and social support while guiding campers throughout their day. Maintain open communication with campers, parents/guardians, and staff. Actively participate in all required trainings, meetings, and camper programs.

**RESPONSIBILITIES:**

Prior to the start of camp:

1. Maintain open communication with Director of Camper Experience and Day Camp Director(s).
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation/Open House weekend and Pre-camp Orientation/Training week. (Commuter staff will be given condensed schedules for these events.)
4. Acquire area appropriate certifications if needed.

While camp is in session:

1. Prior to the start of camp each week, prepare lessons for morning periods in your assigned program area and review with Day Camp Director(s).
2. Assist co-counselor in supervision of assigned cabin (typically 12-14 campers).
3. Provide strong leadership and guidance to campers within assigned cabin, program areas and meals.
4. Coordinate with co-counselor and Day Camp Director(s) regarding assignments during group activities.
5. Actively participate in beach and recreational swimming activities at the waterfront.
6. 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 between camper and counselor during activities and a method of accounting for the campers' whereabouts.
7. Supervise and assist in keeping Day Camp facilities clean and organized.
8. Keep open communication with Day Camp Directors. (Including but not limited to camper/staff incidents as well as general well-being).
9. Assist with daily sign in/out of campers.
10. Other duties as directed.

## **OTHER:**

- If live-in staff
  - Talk to Camp Operations Director for Sunday duties.
  - Fulfill additional programming duties 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 CCCR's corporate compliance and ethics program.

## **QUALIFICATIONS:**

1. Minimum of 16 years of age.
2. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Day Camp/day care experience highly desirable.