

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: SPIRITUAL DIRECTOR – Seasonal Exempt

Salary: Starting at \$425-485/weekly

Reports directly to Summer Camp Director

JOB OVERVIEW:

Responsible for all aspects of program area; including, but not limited to, staff management, scheduling, program quality and physical upkeep. Plan and implement instructional programs that foster spiritual development for campers and staff. Spiritual development may be values-based and self-reflective through stories, hands-on activities, discussions, etc. Lead or designate someone to guide staff through Prime Time (staff only reflection time once/week). Note: All core staff may perform additional duties beyond their role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and management team 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. Assist in planning and leading New Staff Orientation, Open House, Camp Set-up and Pre-camp Orientation/Training week.

While camp is in session:

1. Sunday responsibilities as assigned (if live-in).
2. Work closely with the Camp Operations Director to determine area staffing and appropriate ratios for morning programming.
3. Implement well-planned, age-appropriate instructional programs that utilize staff abilities to the benefit of camp programming.
 - a. Responsible for ordering program supplies.
4. Work with Program Director and cabin counselors on special program needs.
5. Keep appropriate inventories and records throughout the entire camp season. (Make necessary updates to the area manual.)
6. Maintain all equipment in safe operating condition.
7. Set-up all necessary components for Mass/God Time and greet priest/guest upon arrival.
8. Prepare and/or facilitate Prime Time, weekly staff reflection.
9. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor (if live-in staff member).
10. 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).

11. Assist as directed in supervision of staff and evaluations of staff performance.
12. 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.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health Code.
- 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. Proven 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.