

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: ASSISTANT CIT (Counselor in Training) DIRECTOR – Seasonal Exempt

Salary: \$375-\$415/week

Reports directly to CIT Director

JOB OVERVIEW:

Collaborate with the CIT Director to develop hands-on training sessions for teens with the focus of preparing CITs for future positions at camp. Assist with CIT observation/evaluation, provide mentorship and assessment of overall training effectiveness. Will have various counselor duties throughout the 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 CIT Director.
2. Work with the Summer Camp Director and CIT Director to start planning summer programming.
3. Complete all necessary paperwork and submit by assigned deadlines.
4. Attend and actively participate in New Staff Orientation (if new), Open House, Camp Set-up and Pre-camp Orientation/Training week.

While camp is in session:

1. Assist the CIT Director in overall implementation of the CIT Program:
 - Assist CIT Director in establishing schedules, work projects, discussion groups, and second week assignments.
 - Observe CITs in their cabin and area assignments - offer advice, help and support throughout their encampment.
 - Assist CIT Director in evaluating campers (throughout their session) and program effectiveness.
 - Encourage, challenge, advise, listen, support and be open to all campers.
2. Per NYSDOH Children's Camp Safety Plan:
 - Supervise CITs such that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse or any public health hazard.
 - Maintain visual or verbal communications between CIT and counselor during activities and a method of accounting for the campers' whereabouts.
3. Set a "good example" in all areas of camp leadership.
4. Assist in keeping appropriate inventories/records at the beginning and end of each session.
5. Act in the absence of the CIT Director.
6. Counseling responsibilities: meal supervision, OD, general camp assignments (including life guarding or 'lookout' positions), active involvement in general camp activities, programs, open ballfield, and evening programs.
7. Other duties as directed.

OTHER:

- If live-in staff:
 - Fulfill additional core responsibilities from 7:00pm to midnight.
 - Maintain clean and 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 (Standards and Codes will be provided in a binder and taught).
- 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 CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 19 years of age (or 18 years of age with 2 years of camp experience).
2. Two years of experience working in a camp environment.
3. One year of experience working with teens in various capacities.
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.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.