CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: CAMP CONSULTANT – Seasonal Exempt

Salary: $400/week

Reports directly to Summer Camp Director

JOB OVERVIEW:

Proactively connect with camper families/guardians regarding implementation of mental health/behavioral supports in camp environment. Communicate plans to and follow-up with summer staff. Be a resource for guidance and decisions as needed.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and Registrar.
2. Work with Registrar and Summer Camp Director to start identifying families to contact and start connecting with.
3. Complete all necessary paperwork and submit by assigned deadlines.
4. Attend a portion of Management Weekend to collaborate with Division Directors and summer management team.
5. Attend and actively participate in Open House.

While camp is in session:

1. Sunday responsibilities:
   a. Work closely with and prepare Division Directors, Summer Camp Director and management team regarding pertinent camper concerns and action plans. (Share concerns list with Health Center and staff as needed.)
   b. Participate in drop-off, checking in with staff, parents and Summer Camp Director as needed.
2. During the week:
   a. Work with Registrar and camper families to create action plans for identified campers for upcoming weeks.
3. Other duties as directed.

OTHER:

- 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 21 years of age.
2. Prior experience working in a summer camp environment highly desirable.
3. Professional experience or degree in social work, mental health, or equivalent.
4. Valid driver's license preferred.
5. Possess excellent managerial and administrative skills.
6. Efficient and organized.
7. 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 establish and maintain positive work relationships with fellow staff.
11. Emotionally mature and stable
12. 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.