CAMP STELLA MARIS
JOB DESCRIPTIONS (Updated 10/2025)

POSITION: REPLACEMENT STAFF – Seasonal Exempt

Salary: $350-$400/week

Reports to Division Director and Summer Camp Director

JOB OVERVIEW:

Fill-in staff for a week-long session as needed. Do not attend staff training week.

Assist in supervising and mentoring a cabin of 10-14 campers, providing leadership and guidance during activities, meals, and nighttime. Participate in camp programs while maintaining camper supervision and ensure camper safety throughout their stay. Cabin staff are the frontline magic makers. They are the heroes and role models that campers talk about, remember, and aspire to be. Additional duties may be assigned as needed.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and management team members.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Acquire area appropriate certifications if needed.

While camp is in session:

1. Assist co-counselor in supervision of assigned cabin (typically 10-14 campers).
2. Provide strong leadership and guidance to campers within assigned cabin, program areas, meals, and assigned sleeping cabin.
3. Participate in general execution of camp's programs.
4. Supervise and assist in camp housekeeping duties.
5. 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 capabilities between camper and counselor during activities and a method of accounting for the campers' whereabouts.
6. Keep open communication with supervisors (Division Director, Area Director, Head Counselor etc.).
7. Maintain clean safe living quarters.
8. Other duties as directed.

OTHER:

- 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 CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 18 years of age.
2. Previous CSM staff experience (including pre-camp training).
3. Possess high moral character.
4. Emotionally mature and stable.
5. Belief and commitment to camp's policies and philosophy.
6. Experience working with children highly desirable.

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.