

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: WATERFRONT DIRECTOR – Seasonal Exempt

Salary: \$425-485/weekly

Reports directly to Summer Camp Director

JOB OVERVIEW:

Oversee program area, including staff/camper management, scheduling, program quality, and maintenance. The waterfront program area includes swimming, motorized and non-motorized boats, inflatables, gaga, etc. Assess swimming ability of all campers and staff prior to participation, mentor and train all staff for assigned waterfront duties and ensure safety of all campers and staff while they are at the waterfront. Must obtain the following certifications: Lifeguarding with Waterfront Skills, Progressive Swimming Instructor or Water Safety Instructor, and Lifeguard Management. Note: All core staff members are expected to perform additional duties outside their direct role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with the Summer Camp Director and the management team
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 the planning and leading of Waterfront Skill Module and Lifeguard training (if offered).
6. 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. Per NYSDOH Children's Camp Safety Plan:
 - a. Oversee the implementation of the written safety plan's swimming procedures.
 - b. Establish and oversee all swimming activities at the camp.
 - c. Supervise all staff and campers participating in swimming activities.
 - d. Respond to waterfront emergencies.
 - e. Implement/oversee buddy system.
 - f. Serve as a lifeguard.
 - g. As a qualified Progressive Swimming Instructor or Water Safety Instructor, assess the swimming ability of each camper prior to allowing the child to participate in swimming activities.
 - h. Ensure lifeguards actively supervise participants in the camp's swimming activities as detailed in the camp's approved safety plan.
 - i. Ensure lifeguards are not engaged in duties or activities that distract them from direct supervision of the waterfront.
2. Sunday responsibilities
 - a. During drop-off perform assigned duty.

- b. Work with Camp Operations Director and other Area Directors to manage the morning program selection process.
 - c. Assign campers to morning programming options and ensure all pertinent paperwork gets to appropriate staff.
3. Work closely with the Camp Operations Director to determine area staffing and appropriate ratios for morning programming.
4. Implement well-planned, age-appropriate instructional programs that utilize staff abilities to the benefit of camp programming.
 - a. Responsible for ordering program supplies.
5. Manage and supervise Open Waterfront.
6. Work with Program Director and cabin counselors on special program needs.
7. Keep appropriate inventories and records throughout the entire camp season. (Make necessary updates to the area manual.)
8. Maintain all equipment in safe operating condition.
9. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor (if live-in staff member).
10. Assist in preparation for ACA visit (as necessary).
11. Assist as directed in supervision of staff and evaluations of staff performance.
12. Mentor and supervise Asst. Waterfront Director.
13. 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. (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.
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.

ADDITIONAL QUALIFICATIONS:

1. Current certificate in an acceptable Lifeguard training program as specified in Aquatic Certifications for NYS Bathing Facilities fact sheet. [ex. American Red Cross Lifeguarding].
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/aquacert.htm> for a complete list of acceptable Lifeguarding certifications.
2. Current Waterfront Skills certification.
3. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers].
Visit: <https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm> for a complete list of acceptable CPR certifications.
*Annual CPR recertification is required, regardless of expiration date on card
4. Current certificate in an acceptable Lifeguard Supervision and Management program. [ex. American Red Cross Lifeguard Management].

Current certificate in an acceptable Progressive Swim Instructor program as specified in Progressive Swimming Instructor for NYS Children's Camps fact sheet. [ex. American Red Cross Water Safety Instructor]

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.