CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: NIGHT WATCHPERSON – Seasonal Non-Exempt

Salary: $16/hour

Reports directly to Summer Camp Director

JOB OVERVIEW:

Alert, awake and moving about the campground keeping a watchful eye on all property and personnel of CSM between the hours of 11:45pm and 7:15am. MUST BE TIMELY and available for the entire summer. Advanced notice for time off required.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Must attend and actively participate in required staff training.

While camp is in session:

1. Keep open communication with the Summer Camp Director & management team.
2. Hours: 11:45pm to 7:15am.
3. At the beginning of shift, check in with closing staff member to discuss any pertinent issues or concerns.
4. Remain alert and awake, staying attentive to all CSM property and personnel.
5. Perform hourly rounds of campground checking for any problems. (Punch in and out on time clock and keep written record of all rounds in notebook.)
6. Report/call/wake Summer Camp Director (or person designated) immediately in the event of any problem.
7. 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. Possess high moral character.
3. Emotionally mature and stable.
4. Belief and commitment to camp's policies and philosophy.
5. Prior experience working with youth 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.