

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: Assistant to the Marketing Director – Seasonal Exempt

Salary: Starting at \$375-\$425/week

Reports directly to Marketing Director and Summer Camp Director.

Job Overview:

Collaborate with the year-round Marketing Director to ignite a passion for Camp Stella Maris by promoting it through diverse channels and cultivating meaningful connections with all who experience the camp. Manage the camp store (supervise staff & teens, process payments, order, organize and stock inventory, etc.) organize the distribution of Stella Snacks, and capture daily moments that inspire for a lifetime.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Marketing Director during Open House in June to run the camp store selling merchandise and snacks.
2. During pre-camp week, work with the Marketing Director to discuss marketing campaigns and goals, Stella Snack processes, online store orders and ordering supplies for the store.

While camp is in session:

1. The Assistant to the Marketing Director will support the Marketing Director by capturing the essence of our brand through stunning photography and videography that will inspire and engage our audience across social media, online and print advertising.
2. As the manager of the camp store:
 - Lead a small team of staff during camper drop-off and pick-up times, inspiring them to provide an exceptional experience for campers and their families.
 - Oversee, train, and assist Leaders in Training (LITs), helping them develop their skills and confidence while working in the store.
 - Maintain a clean and well-stocked store ensuring that campers have access to the snacks and supplies they need to enjoy their time at camp.
 - Be accountable for all money and any payroll deduction forms, committed to accuracy and attention to detail.
 - Assist with online store orders
3. Assist the Marketing Director with the assembling, labeling, and distribution of the Stella Snack packs.

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.
- 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 CCCR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 18 years of age.
2. Experience in accounting, inventory and/or retail highly desirable.
3. Possess excellent management and leadership skills.
4. Possess high moral character.
5. Have excellent communication and time management skills.
6. Valid driver's license preferred.
7. Efficient and organized.
8. Ability to adapt to new situations.
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.