

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: CIT (Counselor in Training) DIRECTOR – Seasonal Exempt

Salary: Starting at \$425-\$485/week

Reports directly to Summer Camp Director

JOB OVERVIEW:

Collaborate with CIT team to develop and provide high-quality hands-on training for teens with the focus of preparing them for future positions at camp. Observe/evaluate, provide mentorship and assessment to campers/assistants, and overall training effectiveness. Coordinate with other management team members for the integration of campers into camp programming. Meet with Camp Director to discuss progress of campers. Note: All core staff may perform additional duties beyond their role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and other pertinent Core Staff members.
2. Work with Summer Camp Director and other leadership staff 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 planning and leading New Staff Orientation, Open House, Camp Set-up and Pre-camp Orientation/Training week.

While camp is in session:

1. Implement leadership development program geared at developing strong future candidates. (Act as a mentor and supervisor to assistant CIT staff.)
2. Establish schedules, work projects, discussion groups, and cabin assignments.
3. Observe CITs in their cabin and area assignments - offer advice, help, and support throughout their encampment.
4. Per NYSDOH Children's Camp Safety Plan:
 - a. Supervise CITs 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 CIT and counselor during activities and a method of accounting for the campers' whereabouts.
5. Encourage, challenge, advise, listen, support and be open to all campers.
6. Set a "good example" in all areas of camp leadership.
7. Evaluate campers throughout their session. (Provide hiring suggestions to the Summer Camp Director at the conclusion of each session.)
8. Evaluate overall training effectiveness and make changes to the CIT program as needed.
9. Work closely with management team to integrate CITs into camp wide programming.

10. Work with Area Directors and Head Counselor during CIT assignment process to ensure CITs are given a placement that utilizes their abilities to the benefit of camp operation as well as their individual development (cabin, kitchen or day camp).
11. Keep appropriate inventories and records at the beginning and end of each session.
12. When necessary, perform counseling and supervisory responsibilities outside your area as directed by the Head Counselor.
13. Assist in preparation for ACA visit (as necessary).
14. Other duties as directed.

OTHER:

- If live-in staff
 - Fulfill additional core responsibilities from 10:00pm 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 CCDC'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. One year of experience working with teens in various capacities.
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 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.