

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: DAY CAMP DIRECTOR – Seasonal Exempt

Salary: Starting at \$475-\$525/week

Reports directly to Summer Camp Director

JOB OVERVIEW:

Responsible for all aspects of day camp program area; including, but not limited to, staff management/evaluations, scheduling, program quality, and physical upkeep. Facilitate positive behavior management for approximately 50 campers (ages 5-12), be a positive role model and leader providing emotional and social support for campers and staff. Maintain open communication with campers, parents/guardians, and staff. Actively participate in all required trainings, meetings, and camper programs. Note: All core staff may perform additional duties beyond their role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Director of Camper Experience.
2. Work with Director of Camper Experience and other management team members to make staffing decisions.
3. Work with Assistant Day Camp Director to start planning summer programming.
4. Complete all necessary paperwork and submit by assigned deadlines.
5. Attend and actively participate in Management Weekend.
6. Assist in leading New Staff Orientation, Open House, Camp Set-up and Pre-camp Orientation/Training week.

While camp is in session:

1. Provide overall management, supervision and planning for the total day camp operation.
2. Supervise the security of sign-in and sign-out procedures as well as daily attendance.
 - a. Establish a method of communicating program information to parents/guardians during this time (i.e., board, flyer, etc.).
 - b. Maturely and professionally communicate any relevant camper information/concerns to parents/guardians.
3. Work with Assistant Day Camp Director to offer high quality age-relevant programming to campers.
 - a. Responsible for overseeing the ordering of program supplies.
 - b. Work with resident Program Director, Director of Camper Experience and Camp Operations Director to integrate Day Camp safely and seamlessly into overall camp operation.
4. Coordinate Day Camp staff schedules.
 - a. Work closely with Head Counselor regarding staffing changes and needs. (Inform Head Counselor of any sickness of staff and/or any associated problems.)
5. Participate in daily staff meeting (or send a delegate).

6. Monitor the well-being and climate of Day Camp staff. Relate pertinent information to Director of Camper Experience and Head Counselor.
7. Make relevant notes in camper records regarding behavior or other noteworthy concerns.
8. Assist as directed in supervision of staff and evaluations of staff performance.
9. 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).
10. Other duties as directed.

OTHER:

- If live-in staff
 - Talk to Camp Operations Director for Sunday duties.
 - 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 CCDC's corporate compliance and ethics program.

QUALIFICATIONS:

1. Minimum of 21 years of age.
2. Prior experience working in camp environment or equivalent experience.
3. Prior supervisory experience preferred.
4. Valid driver's license.
5. Possess excellent managerial and administrative skills.
6. Efficient and organized.
7. Proven 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.