

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2024)**

**POSITION: DIVISION DIRECTOR – Seasonal Exempt**

Salary: Starting at \$425-\$495/week

Reports directly to Summer Camp Director

**JOB OVERVIEW:**

First-line support for cabin staff and liaison. Oversee 3-5 cabins per week (up to 50 campers), and ensure that counselors have the support they need to be successful. Work closely with the Summer Camp Director and the management team in the implementation of camper behavior management plans. Involves possible mediation with campers, contact with parents/guardians, and possible evaluation of cabin staff. 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 management team members.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in Management Weekend.
4. 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. Work closely with the Camp Operations Director and Program Director(s) to assist in the daily operation of summer camp.
2. Sunday responsibilities:
  - a. Work closely with Camp Consultant and Head Counselor to prepare counseling staff regarding pertinent camper concerns and action plans.
  - b. During drop-off, act as a first-line resource to counselors regarding camper/parent issues and/or concerns.
  - c. When necessary, act as a liaison between cabin staff and Head Counselor/Summer Camp Director/Registrar regarding camper placement issues.
  - d. Work with Head Counselor and Registrar to create an accurate camper attendance roster.
  - e. Prepare and deliver Division Director talk.
3. Pick-up day responsibilities:
  - a. Act as a first-line resource to cabin counselors regarding camper pick-up and any parent/guardian concerns.
  - b. Perform 1<sup>st</sup> level cabin check-out inspections.
  - c. Assist in the completion of camp-wide jobs.
4. During the week:
  - a. Actively participate in morning programming under the direction of appropriate Area Director.
  - b. Visit each cabin prior to morning programming, during rest hour and after the evening program to check on any pertinent issues. (When necessary, assist counselors in problem solving.)

- c. Maintain clear, accurate, written documentation for incidents, issues and/or concerns. (Turn in all documentation to Head Counselor.)
- d. Participate in daily meetings with Head Counselor and Summer Camp Director regarding camper and staff concerns. (Keep Area Directors apprised of behavioral concerns and/or trends.)
- e. Assist in camp-wide programming as directed by the Program Director(s).
- f. Conduct cabin inspections throughout the week.
5. Monitor the well-being and climate of staff. Relate pertinent information to Head Counselor and Summer Camp Director. (Provide relief/breaks in a fair and impartial fashion when possible/necessary.)
6. When necessary, perform counseling and supervisory responsibilities as directed by the Head Counselor.
7. 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).
8. Assist as directed in supervision of staff and evaluations of staff performance.
9. 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.
- 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. 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.