

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: HEAD COUNSELOR – Seasonal Exempt

Salary: Starting at \$580-\$630/week

Reports directly to Summer Camp Director.

JOB OVERVIEW:

Collaborates with the Summer Camp Director to meet staffing needs, including interviewing and hiring before summer. Manages staff personal days and emergency replacements, ensuring appropriate coverage for drills and coordinating with the registrar for camper and staff placements. Acts as the point of contact for the Division Director team, leading daily meetings on camper and staff well-being. Addresses higher-level camper and staff issues, interacting with families as needed. The Head Counselor must be empathetic yet firm, maintain confidentiality, stay organized, and remain composed under stress. Note: Expectations and responsibilities are extensive, including a considerable amount of paid work prior to summer.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with Summer Camp Director and management team.
2. Work with Summer Camp Director and other management team members to make staffing decisions prior to and during the summer.
3. Review staff "Availability/Time Off Request" forms and manage time off requests.
 - a. Inform specific staff members of decisions as soon as possible.
 - b. Create a schedule for Replacement Counselors.
4. Complete all necessary paperwork and submit by assigned deadlines.
5. Attend and actively participate in Management Weekend.
6. 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 Summer Camp Director to assist in the daily operation of summer camp.
2. Sunday responsibilities:
 - a. Manage the transition of replacement staff and weekly rover schedules.
 - b. Assist in running big staff meeting. (Schedule Sunday job assignments and updates to emergency positions.)
 - c. Create and post bathroom rotation, cookout, tent, meal-hosting, and night-out schedule for the week. (Assign Core members to monitor bathroom rotation and host meals.)
 - d. During drop-off act as a liaison between Cabin Staff/Division Directors and Summer Camp Director/Registrar regarding cabin assignment issues and camper attendance.
 - e. Monitor assignments.
 - f. Work with Program Director to lead staff introductions.
3. Pick-up day responsibilities

- a. Act as a liaison between Cabin Staff/Division Directors and Summer Camp Director regarding camper pick-up and any parent/guardian concerns.
 - b. Collect and save security sheets from each cabin to be turned into office each week.
 - c. Assist in 2nd level cabin check-out inspections.
 - d. Assign and ensure proper completion of camp-wide jobs.
 - e. Assist in closing and lock-up of all buildings (including inspection of personal areas).
4. During the week:
 - a. Inform Summer Camp Director of any sickness of staff, campers and/or any associated problems.
 - b. Participate in daily meetings with Division Director and Summer Camp Director regarding camper and staff concerns.
 - c. Manage and supervise rovers. (Ensure proper coverage as managing counselor time off.)
 - d. Manage and supervise live-in support and day camp staff as it relates to counseling.
 - e. Perform daily opening and closing duties as directed and scheduled.
 5. Monitor the well-being and climate of staff. Relate pertinent information to Summer Camp Director. (Provide relief/breaks in a fair and impartial fashion when possible/necessary.)
 6. Update Business Manager of any replacement staff when they have been assigned weeks.
 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:

- 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 21 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.