

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: PROGRAM DIRECTOR – Seasonal Exempt

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

Reports directly to Summer Camp Director

JOB OVERVIEW:

Oversee the daily camp schedule and all-camp activities, requiring creativity, flexibility, and organization to develop programs that align with the camp theme. This role involves adapting quickly to changing weather or program needs and collaborating closely with the management team to manage large-scale programming and daily operations. 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 the Summer Camp Director and the management team.
2. Work with management team members to make staffing decisions.
3. Work with Director of Camper Experience 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 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 Director of Camper Experience to assist in the daily operation of summer camp. (Specific focus on daily schedule.)
2. Sunday responsibilities
 - a. Assist in running big staff meeting.
 - b. Set up music for drop-off (theme related if possible).
 - c. During drop-off perform assigned duty.
 - d. Work with Head Counselor to lead staff introductions.
3. Pick-up day responsibilities
 - a. Assist with close-up duties as directed/needed.
 - b. Assist in 2nd level cabin check-out inspections.
 - c. Assist in closing and lock-up of all buildings (including inspection of personal areas).
4. During the week
 - a. Monitor weather and advise on and/or make changes to daily schedule.
 - b. Manage and supervise live-in support and day camp staff as it relates to programming.
 - c. Perform daily opening and closing duties as directed and scheduled.
5. Act as a mentor to the Assistant Program Director (if position is filled).
6. Assist in monitoring the well-being and climate of staff. Relate pertinent information to Summer Camp Director and Head Counselor. (Assist in providing relief/breaks in a fair and impartial fashion when possible/necessary.)

7. Assist in preparation for ACA visit (as necessary).
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.
- Knowledge of and compliance with American Camping Association Standards and New York State/Livingston County Health (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 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. Proven 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.