

# Diocese of Sacramento Job Description

**Location:** Sierra Foothills  
**Title:** Head Counselor – Overnight Camp  
**Department:** Office of Youth and Young Adult Ministry  
**Classification:** Non-Exempt  
**Schedule:** Mid-June– August



## Overall Responsibilities:

Will mentor camp counselors, provide a positive role model, assist in teaching special programs (archery, nature, arts & crafts), doing activities with campers and promoting a positive spiritual atmosphere.

## General responsibilities:

1. To identify and meet camper needs.
2. To carry out camp activities with safety precautions.
3. To fulfill other staff administrative roles including supporting camp counselors

## Type of Position:

- Seasonal

## Essential Elements:

- Ability to communicate and work with peers and campers of all ages to provide necessary instruction.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
- Ability to hike 5 miles of uneven terrain, with a 25-pound pack.

## General Responsibilities:

- Guide camp counselors to help campers participate in all aspects of camp activities.
- Comply with Camp Health and Safety Regulations.
- Assist in cleaning all common spaces including dining room, activity areas, and restrooms/shower houses.
- Set a good example for camp counselors and campers, including cleanliness, punctuality, sharing clean-up chores, sportsmanship, and table manners.
- These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as required.

## Desired qualifications:

- One year of Camp Pendola experience
- College student or equivalent, or at least 18 years of age and a high school graduate
- Current lifeguard, First Aid And C.P.R. for the professional rescuer certification or ability to pass (includes CPR w/AED and first aid)
- Mental Health First Aid Certification desirable.
- Basic wilderness first aid certification desirable.
- California food handler certificate required.

---

Signature of Employee

---

Date

---

Signature of Supervisor

---

Date