

Diocese of Sacramento Job Description

Location: Sierra Foothills
Title: Camp Pendola Assistant Director
Classification: Non-Exempt
Schedule: Seasonal May – August



Pendola Center
Catholic Diocese of Sacramento

REPORTS TO: Director of Camp Pendola

JOB SUMMARY: The Camp Pendola Assistant Director will be involved in all facets of camp operations with a major responsibility for the management of day to day office functions.

ESSENTIAL ELEMENTS:

- Coordinate camper assignments and maintain, with the Registrar, the camper data base.
- Assist with training and supervision of seasonal staff.
- Assist with the marketing aspects through the use of print and social media.
- Manage aspects of the Camp in the absence of the Director.
- On-site residence for summer resident camp required, including the ability to live and work without air conditioning while in residence at camp
- Ability to walk 5 miles through a wooded forest with a 25 pound back pack
- Ability to meet diocesan recommendations of being at least 21 years of age in order to operate diocesan vehicles.

GENERAL RESPONSIBILITIES:

- Assist in designing and implementing staff training
- Work with Camp Director to schedule on-going training for seasonal staff
- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Lead weekly staff meetings on Sunday and Saturday
- Schedule weekly check ins with Cabin and In Camp staff
- Work with Health Center Manager on the collection of Health History Forms.
- Coordinate job task/job list and assign as appropriate
- Organize and prepare cabin assignments for each session
- Communicate with parents/guardians regarding cabin assignments when conflicting requests arise.
- Prepare information for camper check out at the end of each session
- Collect and tabulate camper surveys
- Coordinate the posting of Camp Pendola's Social Media accounts
- Coordinate/schedule the email blasts
- Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
- Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.

- Encourage respect for personal property, camp equipment, and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with campers' parents and visiting public.
- Submit all required reports, and evaluations on time.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

DESIRED QUALIFICATIONS:

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting or commercial kitchen
- Bachelor's Degree desired
- First Aid and C.P.R. for the Professional Rescuer Certification
- California Food Handler Certificate Required
- Valid Driver's License

Employee's Signature

Date

Supervisor's Signature

Date