

Diocese of Sacramento Job Description

Location: Sierra Foothills
Title: Camp Pendola Program Director – Traditional Camp
Classification: Non-Exempt
Schedule: Seasonal June – August



Pendola Center
Catholic Diocese of Sacramento

REPORTS TO: Director of Camp Pendola

JOB SUMMARY: The Camp Pendola Program Director will be involved in all facets of camp operations with a major responsibility for the activity and staff scheduling.

ESSENTIAL ELEMENTS:

- Coordinate camper assignments and maintain, with the Registrar, the camper data base.
- Assist with training of seasonal staff.
- Coordinate scheduling and assignments with the Assistant Director
- Coordinate Camp Programming with Seasonal Staff Specialists and Assistant 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:

- Prepare for and actively participate in staff training, meetings, and supervisory conferences.
- Assist in designing and implementing staff training
- Become acquainted with the American Camp Association accreditation standards as a way to gain an understanding of the industry standards of “best practices”.
- Complete regular Activity Leader Observations as scheduled
- Create a weekly schedule for cabins and all camp activities
- Make staff assignments to cover all aspects of the Activity Schedule
- 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
- Current Lifeguard Certificate or ability to pass (includes CPR w/AED and First Aid)
- Basic Wilderness First Aid Certification desirable or ability to pass
- California Food Handler Certificate Required

Employee's Signature

Date

Supervisor's Signature

Date