

## 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

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Employee's Signature

Date

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Supervisor's Signature

Date