

**Diocese of Sacramento
Job Description**

Department: Office of Youth and Young Adult Ministry, Camp Pendola
Location: Pastoral Center
Position: Program Director for Teen Programs
Category: Non Exempt – Part-Time
Status: Temporary Term from June to August
Schedule: 20-30 Hours Per Week



Pendola Center
Catholic Diocese of Sacramento

Reports to: Camp Pendola Director

Overall Responsibilities:

The Program Director for Teens Programs will be involved in all facets of camp operations with a major responsibility for the activity and staff scheduling in regard to our teen programming including CITs and weekly day trips.

Key Areas of Responsibility:

- Assist with training of seasonal staff
- Coordinate scheduling and assignments with the Director
- Coordinate Teen Programming with the Director

Type of Position:

Seasonal Non-Exempt

Essential Elements:

- 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
- Become acquainted with the American Camp Association accreditation standards as a way to gain an understanding of the industry standards of “best practices”.
- Create a schedule for CIT training with Director
- Schedule CIT volunteer assignments at Day Camps
- Plan day trips with Director

Qualifications:

- Catholic in good standing with the Church
- 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
- California Food Handler Certificate Required

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE