

**Diocese of Sacramento
Job Description**

Location: Sierra Foothills
Title: Camp Pendola Program Director
Department: Office of Youth and Young Adult Ministry
Classification: Non Exempt
Schedule: Seasonal May – August



Reports to: Camp Pendola Director

Overall Responsibilities:

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

Key Areas of Responsibility:

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

Type of Position:

Seasonal Non Exempt

Essential Elements:

- 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
- 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

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)
- Archery Instructor Level 2 desirable
- Basic Wilderness First Aid Certification desirable
- California Food Handler Certificate Required

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE