

Diocese of Sacramento Job Description

Location: Sierra Foothills
Title: Camp Pendola Camp Counselor – Archery Specialist
Department: Office of Youth and Young Adult Ministry
Classification: Non Exempt
Schedule: Seasonal June – August



Pendola Center
Catholic Diocese of Sacramento

REPORTS TO: Camp Pendola Director

JOB SUMMARY:

Will mentor new camp counselors, provide a positive role model, lead special programs (archery, Outdoor Living Skills (OLS)/nature, arts & crafts, teen leadership programs, or trips), doing activities with campers and promote a positive spiritual atmosphere.

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with campers and provide necessary instruction to campers.
2. Ability to enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
4. Ability to hike 5 miles of uneven terrain, with a 25 pound pack.

GENERAL RESPONSIBILITIES:

1. To carry out camp programs and activities in your specific specialist role.
 - a. Trips
 - i. Plan meals for campers on a budget set by Director and Assistant Director
 - ii. Train Camp Counselors who will be assisting with various trips
 - iii. Outline the trip itinerary for each trip (canoe, backpacking, etc.)
 - iv. Recognize the needs and abilities of campers and make adjustments to plans accordingly
 - v. Work with Health Center Manager to prepare for the health needs of campers and counselors.
 - b. Arts and Crafts
 - i. Keep Arts and Crafts areas organized
 - ii. Maintain inventory and communicate with Director if supplies are needed in a timely manner.
 - iii. Guide campers in participating successfully in all aspects of camp activities.
 - iv. Train counselors on varied projects. Making sure they understand the safety procedures.
 - v. Work with Director on scheduling specific activities during each week.
 - vi. Develop and enact cabin activity plans with appropriate staff and with campers.
 - c. Archery
 - i. Maintain inventory of OLS and Archery
 - ii. Communicate with Director if anything is needed
 - iii. Create a weekly program plan for archery.
 - iv. Train Camp Counselors on safety procedure for Archery
 - v. Develop and enact cabin activity plans with appropriate staff and with

- campers.
- d. Teen Leadership Programs
 - i. Plan training week for Counselor in Training program for Junior and Seniors with assistance from Assistant Director.
 - ii. Plan activities and training for Campers in Leadership Training (CiLT) for freshman and sophomores with assistance from the Director.
 - iii. Recognize the needs and abilities of teens and make adjustments to plans accordingly.
 - iv. Work with staff who will have CITs in their cabins. Helping staff understand the role of the CIT and helping to address any concerns.
- e. OLS/Nature
 - i. Maintain inventory of OLS supplies.
 - ii. Communicate with Director if anything is needed
 - iii. Train Camp Counselors on safety procedures overnights and OLS in camp.
 - iv. Train staff on Nature activities that can be done in and around Camp Pendola.
 - v. Develop and enact cabin nature activity plans with appropriate staff and with campers.
- f. Head Counselor
 - i. Weekly check in with cabin counselors making sure they have the support they need.
 - ii. Communicate with Director if anything is needed by cabin counselors.
 - iii. Work with Director to enhance the weekly themes during the summer.
 - iv. Assist in training staff on working with campers.
 - v. Guide campers and staff in participating successfully in all aspects of camp activities.
- 2. To fulfill other staff administrative roles
 - a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
 - b. Collaborate with Leadership Team member to update and create written program resources and instructions for Camp Counselors.
 - c. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
 - d. Encourage respect for personal property, camp equipment, and facilities.
 - e. Manage personal time off in accordance with camp policy.
 - f. Main good public relations with campers' parents and visiting public.
 - g. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

DESIRED QUALIFICATIONS:

Child care experience or working with children in activities (paid or volunteer)
 College student or equivalent, or at least 18 years of age and a high school graduate
 Current Lifeguard, First Aid and C.P.R. for the Professional Rescuer Certification or ability to pass (includes CPR w/AED and First Aid) (Required for Trips Specialist)
 Current CPR w/AED and First Aid Certification or ability to pass (minimum requirement of all specialists)
 Basic Wilderness First Aid Certification desirable (Required for OLS and Trips Specialist)
 California Food Handler Certificate Required
 Level 1 Archery Instructor desirable (Required for Archery Specialist)

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE