

# Diocese of Sacramento Job Description

**Location:** Sierra Foothills  
**Title:** Camp Pendola Camp Counselor – Teen Leadership 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, 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. Plan training week for Counselor in Training program for Junior and Seniors with assistance from Assistant Director.
  - b. Plan activities and training for Campers in Leadership Training (CiLT) for freshman and sophomores with assistance from the Director.
  - c. Recognize the needs and abilities of teens and make adjustments accordingly.
  - d. Work with staff that will have CITs in their cabins. Helping staff understand the role of the CIT and helping to address any concerns.
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 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

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SIGNATURE OF EMPLOYEE

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DATE

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SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE