

Diocese of Sacramento Job Description

Location: Sierra Foothills
Title: Camp Pendola Camp Counselor – Trips 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. 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. Create the trip itinerary for each trip (canoe, backpacking, etc.)
 - iv. Recognize the needs and abilities of campers making adjustments accordingly
 - v. Work with HCM to prepare for the health needs of campers and counselors on trip.
2. To fulfill other staff administrative roles
 - a. Prepare for and actively participate in staff training and meetings.
 - b. Collaborate with Leadership Team 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)
Basic Wilderness First Aid Certification desirable (Required Trips Specialist)
California Food Handler Certificate Required

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE