

**Diocese of Sacramento  
Job Description**

**Location:** Sierra Foothills  
**Title:** Camp Pendola Chaplain  
**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

**Overall Responsibilities:**

Camp Pendola Chaplain will be involved in all facets of camp operations with a major responsibility for the religious activity.

**Key Areas of Responsibility:**

- Assist with training of seasonal staff
- Create prayer experiences to be led by various cabins daily.
- Coordinate Mass weekly (recruiting lector, EMHC, and musicians)

**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”.
- Create Morning Prayer experiences that are simple for staff and campers to lead daily.
- Led a prayer experience once a week as part of the evening all camp activities.
- Help Cabin Counselors lead evening prayer within their cabins.
- Work with the Program Coordinator to add a religious/chapel activity to each cabin’s weekly schedule.

**Desired Qualifications:**

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting
- Current CPR w/AED and First Aid Certificate or ability to pass
- Basic Wilderness First Aid Certification desirable
- 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