

# Diocese of Sacramento Job Description



**Pendola Center**  
Catholic Diocese of Sacramento

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

**REPORTS TO:** Camp Pendola Director

## **JOB SUMMARY:**

Live with campers in a small group outdoor setting. Will mentor campers, provide a positive role model, assist in teaching special programs (archery, nature, arts & crafts), 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 observe campers behavior assesses its appropriateness, 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. Possess strength and endurance required to maintain constant 24 hour supervision of campers.
5. Ability to hike 5 miles of uneven terrain, with a 25 pound pack.

## **GENERAL RESPONSIBILITIES:**

1. To identify and meet camper needs
  - a. Recognize the likes and dislikes of each camper in your cabin.
  - b. Recognize and respond to opportunities for problem solving in the group.
  - c. Develop opportunities for interaction between campers and staff.
  - d. Provide opportunities for the group so that each individual experiences success during camp.
  - e. Provide opportunities for the group to establish a sense of community within the cabin and the camp.
2. To carry out camp programs and activities.
  - a. Develop and enact cabin activity plans with appropriate staff and with campers.
  - b. Instruct campers in emergency procedures such as fire drills, evacuating cabin, and campsite emergencies.
  - c. Carry out established roles for supervising campers' health.
  - d. Carry out established roles for enforcing camp safety regulations.
  - e. Supervise all assigned aspects of the campers' day including morning activities, cabin clean-up, meal times, showers, evening activities, preparation for bed, and after hour duties.
  - f. Help campers plan their participation in "all-camp" activities, cabin decorations, clean cabin, and party day.
  - g. Guide cabin and individual campers in participating successfully in all aspects of camp activities.
  - h. Teach or lead activities as scheduled at director's request.

- 3. To fulfill other staff administrative roles
  - a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
  - b. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
  - c. Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
  - 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. Submit all required reports, evaluations and postcards on time.
  - h. 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)  
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