

# Diocese of Sacramento Job Description

**Location:** Sirra Foothills  
**Position:** Camp Pendola Health Center Manager  
**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:**

Promote a healthy environment for staff and campers in a summer camp. Camp Pendola's health services include promoting wellness, identifying areas of camp that may affect health and safety, and monitoring ongoing health concerns.

## **ESSENTIAL FUNCTIONS:**

1. Ability to communicate and work with campers and provide necessary instruction to campers.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
3. Possess strength and endurance required to maintain constant health supervision of campers and staff.
4. Ability to walk on uneven terrain up to one mile.
5. Ability to make quick decisions and respond appropriately.
6. Possess valid driver's license and meet diocesan insurance company requirement to drive camp vehicles.

## **GENERAL RESPONSIBILITIES:**

1. Supervise the health and cleanliness standards; work with the camp director and staff at providing a healthy and safe environment for all.
  - a. Ensure each staff member and camper has a current health history on file.
  - b. Implement health screening for arriving campers and staff, and for out-of-camp trips.
  - c. Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
  - d. Establish and follow appropriate medical routines including record keeping, disposal of medical waste, managing and safeguarding medication and utilizing approved standing orders.
  - e. Coordinate coverage of the health center.
  - f. Inform counselors of need for daily medications of their campers and how the medications will be distributed. Make appointments, when necessary, with medical and dental personnel in the community.
  - g. Notify parents and director of such appointments.
  - h. Stock and issue first aid kits and emergency communication equipment.
  - i. Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, the use of universal precautions for infection control and child abuse.
  - j. Keep accident/incident reports.
  - k. Keep camp director apprised of illnesses, incidents causing injury and treatments

as they occur.

- l. Prepare a summary and evaluation of the camp season including inventories and requisitions for the following year, reports on health problems, and make recommendations for the following season.
  - m. Monitor health of all staff including kitchen staff.
  - n. Monitor/evaluate camp procedures, facilities and conditions and suggest modifications that would create more healthful conditions in camp.
  - o. Guide counselors in regard to their responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper/staff accidents. Also in reporting campers' dietary habits such as failure to eat adequate amounts of food, rapid loss or gain of weight and any other health disturbance, including homesickness.
  - p. Other duties as assigned.
2. 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, and evaluations 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:**

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting
- Current Lifeguard Certificate or ability to pass (includes CPR w/AED and First Aid)
- First Aid and C.P.R. for the Professional Rescuer Certification
- Basic Wilderness First Aid Certification desirable
- California Food Handler Certificate Required
- Preventive Health Care (Part of CA Child Care Health Certification) desirable
- Basic knowledge of medical record keeping

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SIGNATURE OF EMPLOYEE

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DATE

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SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE