

**Diocese of Sacramento  
Job Description**

**Location:** Sierra Foothills  
**Title:** Camp Pendola Program Director  
**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:**

The Camp Pendola Program Director will be involved in all facets of camp operations with a major responsibility for the activity and staff scheduling.

**Key Areas of Responsibility:**

- Assist with training of seasonal staff
- Coordinate scheduling and assignments with the Assistant Director
- Coordinate Camp Programming with Seasonal Staff Specialists and Assistant Director

**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”.
- Complete regular Activity Leader Observations as scheduled
- Create a weekly schedule for cabins and all camp activities
- Make staff assignments to cover all aspects of the Activity Schedule

**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)
- Basic Wilderness First Aid Certification desirable
- California Food Handler Certificate Required

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SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE