

**Diocese of Sacramento
Job Description**

Location: Various Locations
Title: Program Director – Day Camp
Department: Office of Youth and Young Adult Ministry
Classification: Non Exempt
Schedule: Seasonal Mid – June – August



Reports to: Camp Pendola Director

Overall Responsibilities:

The Camp Pendola Program Director will be involved in all facets of day 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 Director
- Coordinate Camp Programming with Seasonal Staff Director

Type of Position:

- Seasonal

Essential Elements:

- Ability to stand for long periods of time out of doors
- 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 a weekly schedule for campers and staff with activities that help campers build skills and community while growing in their faith.
- Leader activities with campers in small groups.
- Make staff assignments to cover all aspects of the Activity Schedule.
- Incorporate Virtual Campers into the Day Camp community weekly.

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

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE