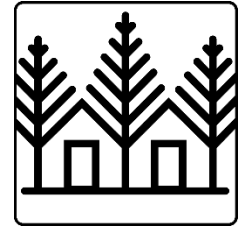


**Diocese of Sacramento  
Job Description**

**Location:** Pastoral Center  
**Title:** Program Director for Teen Programs  
**Department:** OYYA  
**Classification:** Temporary Part- Time



**Reports to:** Camp Pendola Director

**Overall Responsibilities:**

The Program Director for Teens Programs will be involved in all facets of camp operations with a major responsibility for the activity and staff scheduling in regard to our teen programming including CITs and weekly day trips.

**Key Areas of Responsibility:**

- Assist with training of seasonal staff
- Coordinate scheduling and assignments with the Director
- Coordinate Teen Programming with the Director

**Type of Position:**

Seasonal Non-Exempt

**Essential Elements:**

- 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 a schedule for CIT training with Director
- Schedule CIT volunteer assignments at Day Camps
- Plan day trips with Director

**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

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE