

# Diocese of Sacramento Job Description



**Pendola Center**  
Catholic Diocese of Sacramento

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

**REPORTS TO:** Camp Pendola Director

## **JOB SUMMARY:**

Will mentor new camp counselors, provide a positive role model, lead special programs (archery, Outdoor Living Skills (OLS), arts & crafts, or trips), 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 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. Ability to hike 5 miles of uneven terrain, with a 25 pound pack.

## **GENERAL RESPONSIBILITIES:**

1. To carry out camp programs and activities in your specific specialist role.
  - a. Trips
    - i. Plan meals for campers on a budget set by Director and Assistant Director
    - ii. Train Camp Counselors who will be assisting with various trips
    - iii. Outline the trip itinerary for each trip (canoe, backpacking, etc.)
    - iv. Recognize the needs and abilities of campers and make adjustments to plans accordingly
    - v. Work with Health Center Manager to prepare for the health needs of campers and counselors.
  - b. Arts and Crafts
    - i. Keep Arts and Crafts areas organized
    - ii. Maintain inventory and communicate with Director if supplies are needed in a timely manner.
    - iii. Guide campers in participating successfully in all aspects of camp activities.
    - iv. Train counselors on varied projects. Making sure they understand the safety procedures.
    - v. Work with Director on scheduling specific activities during each week.
    - vi. Develop and enact cabin activity plans with appropriate staff and with campers.
  - c. Archery/OLS
    - i. Maintain inventory of OLS and Archery
    - ii. Communicate with Director if anything is needed
    - iii. Create a weekly program plan for archery.
    - iv. Train Camp Counselors on safety procedure for Archery and OLS
    - v. Develop and enact cabin activity plans with appropriate staff and with

campers.

2. To fulfill other staff administrative roles
  - a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
  - b. Collaborate with Leadership Team member to update and create written program resources and instructions for Camp Counselors.
  - c. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
  - 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. 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) (Required for Trips Specialist)  
Current CPR w/AED and First Aid Certification or ability to pass (minimum requirement of all specialists)  
Basic Wilderness First Aid Certification desirable (Required for OLS and Trips Specialist)  
California Food Handler Certificate Required  
Level 1 Archery Instructor desirable (Required for Archery Specialist)

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SIGNATURE OF EMPLOYEE

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DATE

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

\_\_\_\_\_  
DATE