

Diocese of Sacramento Job Description

Department: Office of Youth and Young Adult Ministry, Camp Pendola
Location: Multiple
Position: Summer Day Camp Counselor
Category: Non Exempt – Full-Time
Status: Temporary Term from Mid-June to August
Schedule: 35 Hours Per Week



Pendola Center
Catholic Diocese of Sacramento

Reports To: Camp Pendola Director

Job Summary:

Interact with campers in a small group outdoor setting. Will mentor campers, provide a positive role model, doing activities with campers and promote a positive spiritual atmosphere.

General responsibilities:

1. To identify and meet camper needs.
2. To carry out camp activities with safety precautions.
3. To fulfill other staff administrative roles including evaluations and camper mail.

Type of Position:

- Seasonal

Essential Functions:

- Ability to communicate with and provide necessary instruction to campers.
- Ability to observe camp behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
- Possess strength and endurance required to maintain constant 8-hour supervision of campers.

General Responsibilities:

1. Provide opportunities for the group to establish a sense of community within their groups.
2. Recognize and respond to opportunities for problem solving in the group.
3. Provide opportunities for the group so that each individual experiences success during camp while practicing sportsmanship.
4. Lead activities as scheduled or at director's request while enforcing Camp Health and Safety Regulations.
5. Set a good example for campers and maintain good public relations with campers' parents and visiting public.
6. Submit all required reports, evaluations, and postcards on time.
7. These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as required.

QUALIFICATIONS:

Catholic in good standing with the Church
Childcare 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 First Aid and C.P.R. for the Professional Rescuer Certification or ability to pass (includes CPR w/AED and First Aid)
California Food Handler Certificate Required

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE