

**Diocese of Sacramento
Job Description**

Department: Office of Youth and Young Adult Ministry, Camp Pendola
Location: Sierra Foothills
Position: Program Director – Family Camp
Category: Non Exempt – Full-Time
Status: Temporary Term from June to 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 Director
- Coordinate Camp Programming with Seasonal Staff 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”.
- Create a weekly schedule for families and prepare activities for families to check out and complete without staff.
- Make staff assignments to cover all aspects of the Activity Schedule

Qualifications:

- Catholic in good standing with the Church
- 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