

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Pendola Center
POSITION:	Summer Camp Counselor-in-Training Coordinator
CATEGORY:	NON EXEMPT
SCHEDULE:	Seasonal June thru August

SUPERVISOR: Pendola Center Director or Coordinator

JOB DESCRIPTION: Carry out a leadership development curriculum for 16 & 17 year old high school age campers. Provide a job skills training program, supervise a mentoring aspect and role model expected behavior of a counselor.

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with campers and provide necessary instruction to campers.
2. Ability to observe camp behavior, assess its appropriateness, 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. Possess strength and endurance required to maintain constant 24 hour supervision of campers.
5. Ability to hike 5 miles of uneven terrain, with a 25 pound pack.

GENERAL RESPONSIBILITIES:

1. To identify and meet Counselor-in-Training (C.I.T. I) campers needs
 - a. Recognize the likes and dislikes of each camper in your cabin.
 - b. Recognize and respond to opportunities for problem solving in the group.
 - c. Develop opportunities for interaction between campers and staff.
 - d. Provide opportunities for the group so that each individual experiences success during camp.
 - e. Provide opportunities for the group to establish a sense of community within the cabin and the camp.
 - f. Advocate for C.I.T. I among staff to ensure a quality youth development program.
 - g. For C.I.T. I, provide a skills training process so they can gain the skills needed to assist/lead program areas.
 - h. For C.I.T. II, provide support and coordinate assignments with the Support Counselor.
2. To carry out camp programs and activities.
 - a. Develop and enact cabin activity plans with appropriate staff and with campers.
 - b. Instruct campers in emergency procedures such as fire drills, evacuating cabin, and campsite emergencies.
 - c. Carry out established roles for supervising campers' health.
 - d. Carry out established roles for enforcing camp safety regulations.

- e. Assign and supervise the C.I.T. leadership assignments. Coordinate with other program and support areas of camp as needed.
 - f. Facilitate campers plans for a three day overnight backpacking trip.
 - g. Guide cabin and individual campers in participating successfully in all aspects of camp activities.
 - h. Teach or lead activities as scheduled or at director's request.
3. To fulfill other staff administrative roles
- a. Prepare for and actively participate in staff training, meetings, and supervisory conferences.
 - b. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
 - c. Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
 - d. Encourage respect for personal property, camp equipment, and facilities.
 - e. Manage personal time off in accordance with camp policy.
 - f. Maintain good public relations with campers parents and visiting public.
 - g. Submit all required reports, evaluations and postcards on time.
 - h. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

MINIMUM QUALIFICATIONS:

Education: Lifeguard, First Aid and C.P.R. for the Professional Rescuer Certification
College student or equivalent, or at least 20 years of age

Experience: Previous Camp Pendola or other organized C.I.T. program experience.
Have basic knowledge of camp program components (i.e. archery, arts and crafts, nature, etc.)

Skills / Knowledge: Desire and ability to work with children outdoors
Able to work and live cooperatively in a team context
Good character, integrity, and adaptability
Enthusiasm, sense of humor, patience, and self-control and self motivation