

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPT:</b>	<b>Catholic Social Services Ministry</b>	
<b>POSITION:</b>	<b>Director of Pendola Center</b>	
<b>CATEGORY:</b>	<b>EXEMPT</b>	<b>FULL TIME</b>

**SUPERVISOR:** Director of Catholic Social Service Ministry

**SUMMARY:** Responsible for the overall operation of Camp Pendola, the facility and its programs. Plans and implements the fiscal operation, programs and events. Staffs the facility and provides for its maintenance, safety and security.

### **ESSENTIAL FUNCTIONS:**

- **Conduct a two-year feasibility study and issue a summary report to the Bishop, on the financial viability of the Pendola Center in its present configuration.**
- **Research and propose viable alternatives consistent with the land use specified in the Pendola Family document which may enhance the future viability of the center.**
- **Serve as Development Director for the Pendola Center to expand the sources of financial support available for new and existing programs and events.**
- **Maintain financial records of Pendola Center on QuickBooks.**
- **Supervise permanent staff of Pendola Center.**
- **Oversees maintenance of buildings, equipment and property of Pendola Center.**
- **Coordinate use of the facility by various diocesan, parish and individual groups throughout the year.**
- **Develop, implement, and review programs of Pendola Center.**
- **Promotion of the Pendola Center as a resource for new groups and activities for Diocesan organizations.**
- **Recruit, select, hire and supervise seasonal program staffs for each program.**
- **Plan and implement training opportunities for individual program staff.**
- **Coordinate public relations and communications.**
- **Coordinate special events related to the Pendola Center's programs.**
- **Develop and monitor Pendola Center budget.**
- **Coordinate Annual "Birdies, Bogeys, and Backpacks" Golf Tournament (April or May)**

- **Coordinate Annual “Smore & More” Fundraiser & Fall Appeal Letter Campaign.**
- **Maintain standards and legal requirements as they apply to Pendola Center and its programs.**

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor of Arts in Human Resource Management, Recreation Administration, Child Development, Religious Studies or relevant areas.

**Experience:** Ten years administrative experience. Membership in the American Camping Association and the Association for the Environmental and Outdoor Educator is recommended.

**Skills / Knowledge:** Current certificates in American Red Cross First Aid & CPR for the professional rescuer (prefer instructor certification). Driver License.

\_\_\_\_\_  
EMPLOYEE’S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR’S SIGNATURE

\_\_\_\_\_  
DATE