

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Pendola Center
POSITION:	Summer Camp Outdoor Living Skills Instructor
CATEGORY:	NON EXEMPT
SCHEDULE:	Seasonal June thru August

SUPERVISOR: Pendola Center Director or Coordinator

JOB DESCRIPTION: Provide support and/or leadership for all trip and overnight experiences in addition to instruction and supervision of %leave no trace+experiences.

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.
6. Ability to make quick decisions and respond appropriately.

GENERAL RESPONSIBILITIES:

1. To teach and coordinate the outdoor living skills program (OLS), providing activities that lead to a quality and safe camp program.
 - a. Coordinate the OLS program with other camp activities.
 - b. Create weekly plans that will foster campers skills. Identify a variety of quality skill building activities appropriate to the age, ability and interests of campers for the afternoon camp program.
 - c. Responsible for coordination of pre-trip preparation of food, equipment, and schedule for all canoeing and backpacking trips.
 - d. Conduct daily checks of equipment and supplies when needed, ensuring timely arrival of materials within the approved budgets.
 - e. Provide a safe environment by following the established Operating Procedures for each specialized activity.
 - f. Orient staff during pre-camp training in activities that they will assist with throughout the summer, completing skill verifications as required.
 - g. Assess camper progress. Assist campers to progress to a more advanced levels.
 - h. Conduct an end of the season inventory, storing and keeping equipment in good condition.
 - i. Evaluate current season and make suggestions for the following season.

2. 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. Manage personal time off in accordance with camp policy.
- e. Maintain good public relations with campers, parents and visiting public.
- f. As a part of the program team, plan and carry out all camp activities, evening activities, Party Day, campfires and afternoon scheduling.
- g. Carry out/assist in leading additional activities as requested.
- 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, (Wilderness First Aid desired)
College student or equivalent, or at least 18 years of age and a high school graduate

Experience: Training or experience in outdoor living skills and the ability to teach those skills to others.
Understanding of and demonstrated use of leave no trace outdoor ethics and Skills

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