

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	PENDOLA CENTER
POSITION:	PENDOLA CENTER COORDINATOR
CATEGORY:	EXEMPT FULL TIME

SUPERVISOR: Pastoral Center Director

JOB DESCRIPTION: The Pendola Center Coordinator will be involved in all facets of camp operations with a major responsibility for the management of day to day office functions.

ESSENTIAL FUNCTIONS:

- Manage facility scheduling and User Agreements for all groups
- Coordinate camper registration, data entry, confirmation packets, reports
- Design and develop strategies for promotional mailings of Pendola Center's events and programs
- Hire and train seasonal staff
- Promote summer camp and Creature Camp programs to Catholic schools
- Coordinate and supervise program and support areas such as archery, arts and crafts, and food service
- Supervise seasonal programs in the absence of the Director
- Supervise database
- On-site residence for summer resident camp and outdoor school programs required, including the ability to live and work without air conditioning while in residence at camp

MINIMUM QUALIFICATIONS:

- Ability to walk 5 miles through a wooded forest with a 25 pound back pack
- Have or be able to obtain CA CDL w/ passenger endorsement (minimum 15 passenger restriction ok)
- Ability to meet diocesan recommendations of being at least 25 years of age in order to operate diocesan vehicles.

Education:

- Bachelor's Degree desired

Experience:

- Ability to use Microsoft Windows Office Professional programs
- 2-3 years experience in a camp setting

Skills / Knowledge:

- Current Lifeguard Certificate or ability to pass (includes CPR w/AED and First Aid)
- Title 22 First Aid (CA State Requirement for Lifeguards)