

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Pendola Center
POSITION:	Summer Camp Program Coordinator
CATEGORY:	NON EXEMPT
SCHEDULE:	Seasonal June thru August

SUPERVISOR: Pendola Center Director or Facility Coordinator

JOB DESCRIPTION: Plan and coordinate all camp activities and events including the afternoon open scheduling workshops.

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 and carry a 25 pound pack.
6. Ability to make quick decisions and respond appropriately.

GENERAL RESPONSIBILITIES:

1. To plan all camp activities such as campfires, and evening programs.
 - a. Coordinate the Sunday and Friday evening campfire programs.
 - b. Create weekly plans for evening all camp events, taking into consideration weekly themes, camp traditions and utilizing staff skills.
 - c. Coordinate alternate activities in case of rain/inclement weather.
 - 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 individual staff skills and abilities (emcee\$, music, guitar, etc)
 - g. Conduct an end of the season inventory, storing and keeping equipment in good condition.
 - h. Evaluate current season and make suggestions for the following season.
2. To coordinate the afternoon open scheduling workshops.
 - a. Survey all staff during pre-camp training to discover skills and talents that could be used for programming.
 - b. Develop a system for signing up campers for them to choose their %workshops+.

- c. Work with program counselors to help each instructor off 4-6 unique workshops that can be used for afternoon scheduling.
 - d. Create an afternoon schedule. Schedule staff leadership and camper participants for workshops.
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. 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: Detailed oriented and well organized.

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