

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	Pendola Center
POSITION:	Summer Camp Support Counselor
CATEGORY:	NON EXEMPT
SCHEDULE:	Seasonal June thru August

SUPERVISOR: Pendola Center Coordinator or Director

JOB DESCRIPTION: To be a part of the leadership team and provide direct supervision and support to cabin counselors. The support counselor will oversee the cabin scheduling process, insuring that all cabins and their campers needs are met.

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.
6. Ability to organize and coordinate cabin schedules

GENERAL RESPONSIBILITIES:

1. To supervise staff and program
 - a. Be responsible for the welfare of each assigned individual and do all possible to solve problems.
 - b. To inform the Director/Coordinator of any camper or staff problems
 - c. To assist those campers and staff who may need help fitting into the camp atmosphere.
 - d. To assist counselors in preparing activities for overnight campouts and free time activities.
 - e. To coordinate staff breaks so each staff has useable time off each day.
 - f. To collaborate with appropriate team member to provide camper recognition at the closing campfire.
2. To fulfill other staff administrative roles
 - a. Help with pre-camp training as assigned.
 - b. Coordinate the week's activities with the leadership team.
 - c. Collect the mail lists and give them to the Coordinator on the first night of camp.
 - d. Serve as a resource person for program skills, prayer life, and traditions of Pendola.

- e. Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.
- f. Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
- g. Encourage respect for personal property, camp equipment, and facilities.
- h. Manage personal time off in accordance with camp policy.
- i. Maintain good public relations with campers, parents and visiting public.
- j. Submit all required reports, evaluations and postcards on time.
- k. 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 19 years of age, or 2 years of summer camp counselor experience

Experience: Ability to provide supervision and guidance to counselors
Ability to creatively schedule programs and activities

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