



## Site Manager Job Descriptions

**Overview:** Camp Kanuga is a summer camp for boys and girls ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11) adventure day camps (ages 12-15), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and Leadership development camps (rising 11<sup>th</sup> & 12<sup>th</sup> graders). Located on 1500 acres in the Western North Carolina Mountains, Camp Kanuga is a part of Kanuga Conference, Inc. in Hendersonville, NC just south of Asheville, NC. In 2021, due to COVID safety, Camp Kanuga will only offer traditional residential camps and leadership development camps.

**Accountability:** The Camp Director oversees all site managers. Additionally, he/she may receive oversight from the President and Vice Presidents of Kanuga Conferences, Inc.

### **Minimal Qualifications:**

- Ability to support the theological doctrine & practices of the Episcopal Church
- Passion and ability to work well with kids
- Comfortable with building Christian community through teaching, leading, and equipping others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, swimming, etc.)
- Ability to give and receive constructive criticism
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

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## Blacksmith Manager

**Overview:** Camp Kanuga is a summer camp for boys and girls ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11) adventure day camps (ages 12-15), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and Leadership development camps (rising 11<sup>th</sup> & 12<sup>th</sup> graders). Located on 1500 acres in the Western North Carolina Mountains, Camp Kanuga is a part of Kanuga Conference, Inc. in Hendersonville, NC just south of Asheville, NC. In 2021, due to COVID safety, Camp Kanuga will only offer traditional residential camps and leadership development camps.

**Accountability:** The Blacksmith Manager reports directly to the Camp Director. Additionally, he/she may receive oversight from the Program Directors or the President and Vice Presidents of Kanuga Conferences, Inc.

### Minimal Qualifications:

- Ability to support the theological doctrine & practices of the Episcopal Church
- Passion and ability to work well with kids
- Comfortable with building Christian community through teaching, leading, and equipping others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, swimming, etc.)
- Ability to give and receive constructive criticism
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

### Additional Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy Christian camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Facilitate night programs
5. Supervise and ensure all staff are following Camp Kanuga policies
6. Work at least one weekend as a stay over session counselor

### Principal Responsibilities:

1. Facilitate camper choice optional periods at the blacksmith shop
2. Facilitate cabin times at the blacksmith shop
3. Maintaining proper upkeep of all equipment: forges, drills, saws, hammers, vices, anvils, etc.
4. Do regular supply inventory: wax, iron, drill bits, propane, etc.
5. Refill propane tanks so that there is always enough on site to run scheduled activities
6. Plan each timing of lessons and campers time to make sure campers have from start to finish a blacksmith product that they made at camp
7. Help train other staff members during staff training on proper procedures in blacksmithing
8. Ensure physical safety of campers and staff at all times, checking equipment, property, etc.
9. Compile suggestions for improving the blacksmith activity

**Additional Expectations:** Be prepared to implement any additional work responsibilities that may be asked of you.

**Desired Specific Qualifications:** At least 21 years old; at least 2 years of college completed; Extensive experience with creativity and art



# CAMP KANUGA

## Woodshop Manager

**Overview:** Camp Kanuga is a summer camp for boys and girls ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11) adventure day camps (ages 12-15), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and Leadership development camps (rising 11<sup>th</sup> & 12<sup>th</sup> graders). Located on 1500 acres in the Western North Carolina Mountains, Camp Kanuga is a part of Kanuga Conference, Inc. in Hendersonville, NC just south of Asheville, NC. In 2021, due to COVID safety, Camp Kanuga will only offer traditional residential camps and leadership development camps.

**Accountability:** The Woodshop Manager reports directly to the Camp Director. Additionally, he/she may receive oversight from the Program Directors or the President and Vice Presidents of Kanuga Conferences, Inc.

### **Minimal Qualifications:**

- Ability to support the theological doctrine & practices of the Episcopal Church
- Passion and ability to work well with kids
- Comfortable with building Christian community through teaching, leading, and equipping others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, swimming, etc.)
- Ability to give and receive constructive criticism
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

### **Additional Support Staff Responsibilities:**

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy Christian camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Facilitate night programs
5. Supervise and ensure all staff are following Camp Kanuga policies
6. Work at least one weekend as a stay over session counselor

### **Principal Responsibilities:**

1. Develop skills-based woodshop program with direction and assistance from Camp Director
2. Facilitate camper choice optional periods at the woodshop
3. Facilitate cabin times at the woodshop
4. Maintaining proper upkeep of all equipment: saws, drills, planers, tables, etc.
5. Do regular supply inventory: wood, fasteners, hand tools
6. Plan each timing of lessons and campers time to make sure campers have from start to finish a woodshop product that they made at camp
7. Help train other staff members during staff training on proper procedures in wood working
8. Ensure physical safety of campers and staff at all times, checking equipment, property, etc.
9. Compile suggestions for improving the woodshop activity

**Additional Expectations:** Be prepared to implement any additional work responsibilities that may be asked of you.

**Desired Specific Qualifications:** At least 21 years old; at least 2 years of college completed; Extensive experience with creativity and art,



## Social Media Manager

**Overview:** Camp Kanuga is a summer camp for boys and girls ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11) adventure day camps (ages 12-15), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and Leadership development camps (rising 11<sup>th</sup> & 12<sup>th</sup> graders). Located on 1500 acres in the Western North Carolina Mountains, Camp Kanuga is a part of Kanuga Conference, Inc. in Hendersonville, NC just south of Asheville, NC. In 2021, due to COVID safety, Camp Kanuga will only offer traditional residential camps and leadership development camps.

**Accountability:** The Social Media Manager reports directly to the Camp Director. Additionally, he/she may receive oversight from the Program Directors or the President and Vice Presidents of Kanuga Conferences, Inc.

### Minimal Qualifications:

- Ability to support the theological doctrine & practices of the Episcopal Church
- Passion and ability to work well with kids
- Comfortable with building Christian community through teaching, leading, and equipping others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, swimming, etc.)
- Ability to give and receive constructive criticism
- Creativity and problem solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

### Additional Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy Christian camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Facilitate night programs
5. Supervise and ensure all staff are following Camp Kanuga policies
6. Work at least one weekend as a stay over session counselor

### Principal Responsibilities:

1. Social Media Manager will tell the story of campers' experience through several different outlets including Facebook and Instagram.
2. Take photos of camp activities and take video of camp activities
3. Organize and store the best pictures and videos throughout the summer on a hard drive
4. Ensure footage is taken of all camp activities
5. Make several media posts "each day" that camp is in session. Some of these should be video and some photo. All video posts are to be approved by the camp director before they are posted to social media.
6. Make a 5 minute video with music of each session to be shared with the entire camp including parents, staff and campers
7. Maintain, care for and be responsible for all technology
8. Take cabin pictures of the cabin every opening day of each session
9. Take staff pictures and make name tags during staff training
10. Create a staff video throughout the summer to be shown at end of summer staff banquet

**Additional Expectations:** Be prepared to implement any additional work responsibilities that may be asked of you.

**Desired Specific Qualifications:** At least 21 years old; at least 2 years of college completed; camp experience; photography experience; videography experience, editing software experience



## Mountain Bike Manager

**Overview:** Camp Kanuga is a summer camp for boys and girls ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11) adventure day camps (ages 12-15), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and Leadership development camps (rising 11<sup>th</sup> & 12<sup>th</sup> graders). Located on 1500 acres in the Western North Carolina Mountains, Camp Kanuga is a part of Kanuga Conference, Inc. in Hendersonville, NC just south of Asheville, NC. In 2021, due to COVID safety, Camp Kanuga will only offer traditional residential camps and leadership development camps.

**Accountability:** The Mountain Bike Manager reports directly to the Camp Director. Additionally, he/she may receive oversight from the Program Directors or the President and Vice Presidents of Kanuga Conferences, Inc.

### Minimal Qualifications:

- Ability to support the theological doctrine & practices of the Episcopal Church
- Passion and ability to work well with kids
- Comfortable with building Christian community through teaching, leading, and equipping others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, swimming, etc.)
- Ability to give and receive constructive criticism
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

### Additional Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy Christian camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Facilitate night programs
5. Supervise and ensure all staff are following Camp Kanuga policies
6. Work at least one weekend as a stay over session counselor

### Principal Responsibilities:

1. Manage the mountain bike programming at Camp Kanuga
2. Train staff in mountain bike, skills, use, maintenance, and care
3. Be responsible for verifying and evaluating Kanuga staff mountain biking skills
4. Carry out facilitation, education, and manage risks associated with mountain biking
5. Be responsible for providing fun programs suited to each camper group and skill level
6. Organize, inventory, and maintain mountain biking supplies and areas (Bikes, helmets, course, equipment, medical supplies, etc.)
7. Teach how to maintain bike, put on helmet, how to change gears
8. Facilitate skill level progression through the various mountain bike activities: pump track, beginners trails, advanced trails and terrain park, offsite trail rides
9. Support the onsite residential campers' mountain bike activities and the offsite expedition campers' mountain bike activities
10. Work well with Adventure Team Leader on adventure programs
11. Maintain the mountain bike facilities: trails, pump track, bike barn, field, etc.
12. Perform end of season inventory, repairs, and clean up

**Additional Expectations:** Be prepared to implement any additional work responsibilities that may be asked of you.

**Desired Specific Qualifications:** At least 21 years old; at least 2 years of college completed; camp experience; mountain bike experience; Wilderness First Aid or Wilderness First Responder certification