



Admin Team 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 11th & 12th 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.

Accountability: The Camp Director oversees all summer staff roles. Additionally, they 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

Table of Contents

SUPPORT STAFF:

Administration Team:

Camp Coordinator	Page 2
Activities Coordinator	Page 3
Chaplain	Page 4
Leadership Academy Director	Page 5
Media Manager	Page 6
Day Camp Coordinator	Page 7
Crew Leader	Page 8
Expeditions Manager	Page 9
Camp Store Manager	Page 10



Camp Coordinator **(Formerly: Assistant Director)**

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 11th & 12th 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.

Accountability: The Camp Coordinator reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director, or the President and Vice Presidents of Kanuga Conferences, Inc. The Assistant Director also serves as the direct supervisor of all cabin counselors.

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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

Collective 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. Support night programs
5. Support all camp staff in the upholding the community covenant, with grace and love
6. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. With Program Director, support total management, safety, and continuity of Camp Kanuga
2. Serve as direct manager to cabin counselors
3. Take a primary role in building covenant-based, professional community among staff, (serve as teacher & mentor)
4. Organize staff for opening and closing day, helping facilitate smooth check-in and check-out
5. Thoughtfully manage counselors cabin placements for each session
6. Ensure that counselors are prepared to lead, support, and care for campers
7. Coordinate support staff for night checks (check in with each cabin each night)
8. Support counselors with conflict or difficulty in camper groups (homesickness, bullying, etc.)
9. Act out skits and fun, silly announcements throughout the day to inform all campers and staff of general schedule
10. Act as primary timekeeper, ensuring the daily schedule is being kept, making sure transitions are occurring; ringing the bell and/or empowering staff to ring the bell
11. Work with Crew Leader to coordinate support from crew members

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

Desired Specific Qualifications: At least 21 years of age; 2 seasons of proven success as a leader in a youth serving agency; active spiritual life; knowledge of the beliefs & practices of the Episcopal Church



Activities Coordinator (Formerly: Assistant Director)

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 11th & 12th 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.

Accountability: The Activities Coordinator reports to the Program Director. Additionally, they may receive oversight from the Camp Director, 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

Collective 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. Support night programs
5. Support all camp staff in the upholding the community covenant, with grace and love
6. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. With Program Director, support total management, safety, and logistics of all programmatic aspects of CK
2. Support program specialists in running their programs
3. Ensure that counselors are prepared to lead activities with campers
4. Plan, coordinate, and implement evening programs, optionals, and whole-camp activities like Color Games and County Fair
5. Think creatively about leading the nightly program and about how to get campers excited about it throughout the day
6. Create hype and buildup surrounding each upcoming activity (optionals, camper choice, evening programs, whole-camp activities) through engaging announcements throughout the day/session
7. Coordinate set up and tear down of evening program while maintaining care of gear and supplies
8. Empower and spread responsibility to other support staff to help lead evening programs
9. Effectively communicate evening program needs to other staff members
10. Work with Crew Team Leader to coordinate support from crew team members

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

Desired Specific Qualifications: At least 21 years of age; 2 seasons of proven success as a leader in a youth serving agency; 2 years studying religion or Christian ministries; active spiritual life; knowledge of the beliefs & practices of the Episcopal Church



Chaplain

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 11th & 12th 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 Chaplain reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director, or the President and Vice Presidents of Kanuga Conferences, Inc.

Minimal Qualifications:

- Active Christian faith & 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

Collective 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. Support night programs
5. Support all camp staff in the upholding the community covenant, with grace and love
6. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. Take a primary role in building covenant-based community among staff, (serve as teacher & mentor to staff)
2. Work in tandem with the Music Coordinator
3. Lead daily Morning Jam worship service
4. With visiting priests, organize Sunday evening Eucharist services.
5. Organize skits, equipment, & music for Sunday Shine service, closing night service, & closing day celebration
6. Lead Kanuga Community program area (Christian exploration/bible study/devotion time).
7. Ensure that counselors are prepared to conduct camper discussions that link to sermons (Prepare resources)
8. Implement a restful faith formation experience for staff
9. Ensure the beliefs and practices of the Episcopal Church are implemented
10. Consult as needed with campers and staff who want to explore their faith.
11. Provide pastoral care for staff and campers who need extra support (fitting in to camp, homesickness, etc.)
12. Compile suggestions for improving the spiritual components of camp

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

Desired Specific Qualifications: At least 21 years of age and/or 2 seasons of proven success as a leader in a youth serving agency; 2 years studying religion or Christian ministries; active spiritual life; knowledge of the beliefs & practices of the Episcopal Church



Leadership Academy Director

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 11th & 12th 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.

Accountability: The Leadership Academy Director reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

Collective Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy, loving, supportive, Christ-like camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Support evening programs
5. Support all camp staff
6. Support all camp staff in upholding the community covenant, with grace and love
7. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. Direct the Leadership Academy program
2. Manage all logistics
3. Maintain, clean, and organize all program supplies
4. Keep up with all paperwork
5. Maintain safety of Counselor-In-Training participants and staff
6. Manage schedules
7. Run Check in and check out in a professional and organized way
8. Be a primary driver of a 15-passenger
9. Teach Leadership theories and skills to high school aged participants
10. Supervise Counselor-In-Training participants while they lead campers
11. Teach / lead camp activities

Additional Expectations: See a need, fill a need. Be prepared to implement any additional work responsibilities that arise.

Desired Specific Qualifications: At least 21 years of age and/or completed at least 2 years of college; active spiritual life; camp experience; leadership experience; ministry leadership experience



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 11th & 12th 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.

Accountability: The Media Manager reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

Collective Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors while in your program area
2. Create a healthy, loving, supportive, Christ-like camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Support evening programs
5. Support all camp staff
6. Support all camp staff in upholding the community covenant, with grace and love
7. 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 and videos 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 slideshow video with music of each session to be shared with the entire camp on closing day
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: See a need, fill a need. Be prepared to implement any additional work responsibilities that may be asked of you.

Desired Specific Qualifications: At least 21 years old; camp experience; photography experience; videography experience, editing software experience



Day Camp Coordinator

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 7-15), Expedition camps (ages 12-18), and Leadership development camps (rising 11th & 12th 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.

Accountability: The Day Camp Coordinator reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director or the President and Vice Presidents of Kanuga Conferences, Inc.

Minimal Qualifications:

- Active Christian faith & 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, campouts, swimming, etc.)
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications

Principal Responsibilities:

1. Coordinate day camp programming
2. Train, supervise, and support all Day Camp counselors
3. Ensure check-ins and checkouts are organized and efficient
4. Cultivate positive integration of day campers in residential camp activities and community
5. Ensure safety of all campers
6. Help lead daily morning faith formation time (worship, devotions, bible study, etc.)
7. Work well as a team with other counselor(s).
8. Support Day Camp counselors in planning for each day's activities the night before with co-counselor
9. Lead debrief sessions with Day Camp counselors at the end of each day to promote growth and build confidence
10. Transition to residential camp session support staff role after day campers check-out, supporting staff in camp logistics
11. Work with Activities Coordinator, Camp Coordinator, and Crew team to support camp operations when not directly involved in Day Camp programming or supporting day camp counselors

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

Desired Specific Qualifications: At least 21 years old; experience working well with kids; experience teaching others; experience leading group activities



Crew Leader

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 11th & 12th 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.

Accountability: The Crew Leader reports directly to the Program Director. Additionally, they may receive oversight from the Camp Director or the President and Vice Presidents of Kanuga Conferences, Inc.

Minimal Qualifications:

- Ability to support the theological doctrine & practices of the Episcopal Church
- Has a passion for caring for and working with children
- Comfortable with contributing to and building Christian community through teaching, leading, and empowering others
- Passion and ability to facilitate harmonious relationships and interactions between staff and campers
- Ability to perform potentially strenuous physical activities (hiking, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- 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, loving, supportive, Christ-like camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Support evening programs
5. Support all camp staff
6. Support all camp staff in upholding the community covenant, in grace and love
7. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. Be a role model and a moral leader to the Crew Team
2. Work closely with the Program Director and Camp Coordinator to ensure program needs are met
3. Be a logistics manager
4. Facilitate healthy teamwork on the Crew team
5. Manage the behind-the-scenes logistics of running a dining hall and mealtimes, camp out pack outs, ensuring program areas have proper support, sack lunches, etc.
6. Create daily task schedules for Crew members
7. Lead nightly Crew meetings for the following day's schedule
8. Lead nightly devotions for crew
9. Coordinate and schedule the crew to: belay climbing wall, assist zip line & giant swing, sanitize camp, maintain bike pump track, build campfires, deliver mail, assist art programs, lifeguard, take breaks, assist morning jam, parking, etc.

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

Desired Specific Qualifications: At least 21 years old; experience in leadership, organization, supervision, working with kids, working in camp ministries



Expeditions 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 11th & 12th 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.

Accountability: The Expeditions Manager reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director 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, campouts, swimming, etc.)
- Ability to give and receive feedback to contribute to personal and professional growth and the betterment of the community
- 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, loving, supportive, Christ-like camp culture among campers and staff
3. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
4. Support evening programs
5. Support all camp staff
6. Support all staff in upholding the community covenant, with grace and love
7. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. Plan, develop, and manage CK Expeditions
2. Train, supervise, and support Expedition staff
3. Maintain Meg's Outpost, and ensure proper upkeep of all Expeditions supplies and equipment
4. Teach and train staff on Leave-No-Trace principles, creation care, navigation, etc.
5. Manage schedules, vendor agreements, and logistics for all expeditions
6. Perform end of summer maintenance, inventory, and clean up
7. Ensure a smooth integration of Expedition campers into main camp life and activities
8. Help grow and innovate the Expeditions program into the future
9. Develop and implement CK Nature and Expedition curriculum and new traditions

Additional Expectations: See a need, fill a need. Be prepared to implement any additional work responsibilities that arise.

Desired Specific Qualifications: At least 21 years old; at least 2 years of college completed; extensive experience with outdoor education, trip planning, supervising staff; active Wilderness First Responder certification; camp experience



CAMP KANUGA

Camp Store 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 7-15), Expedition camps (ages 12-18), and Leadership development camps (rising 11th & 12th 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.

Accountability: The Camp Store Manager reports directly to the Camp Director. Additionally, they may receive oversight from the Program Director or the President and Vice Presidents of Kanuga Conferences, Inc.

Minimal Qualifications:

- Active Christian faith & 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, campouts, swimming, etc.)
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Creativity and problem-solving skills in all types of high-stress and fast-paced situations
- CPR/AED first aid certifications.

Additional Support Staff Responsibilities:

8. Lead, train, assist, help, support, and mentor camp counselors while in your program area
9. Create a healthy Christian camp culture among campers and staff
10. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
11. Facilitate night programs
12. Support all staff in upholding the community covenant, with grace and love
13. Work at least one weekend as a stay over session counselor

Principal Responsibilities:

1. Set tone and provide great customer service for camper families on Opening and Closing Day
2. Complete ownership of CK Outfitters (camp store) and the Canteen (snack and beverage) in supervising store
3. Keep track of campers' camp store accounts
4. Ensure campers have spent their camp store money by the end of the camp session
5. At breakfast, make announcements for cabin-scheduled visits to the store
6. Learn to use Square Up for transactions, pay-roll deductions for staff, reports for Accounting, and enter inventory
7. Make Sam's runs to restock snacks when needed
8. From the Cabin Placements Report, create a camp store sheet with beginning balances for each camper
9. For campers who stay multiple sessions, track their balances and transfer the present balance to the next Session
10. Calculate each campers' ending balance, make copies of those that have money left, and place into cabin clipboards for signature from parents to refund or donate
11. Keep a daily inventory of drinks and snacks in the Canteen
12. Conduct a weekly inventory of merchandise in CK Outfitters
13. Conduct a detailed final inventory of all food items and merchandise before leaving camp
14. Additional responsibilities include decorating, stocking, restocking, cleaning, and keeping the counter and store tidy, running reports, conducting daily and weekly inventories, and staying ahead of what needs reordering.

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; interested in running a retail shop someday preferably majoring in Business, Accounting, Economics, Entrepreneurship; outgoing with great social skills and some retail experience; great organizational skills, but also as a creative, committed salesperson

