



## Program Specialist Job Descriptions

**Overview:** Camp Kanuga is a summer camp for youth 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.

**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.

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## High Adventure Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and a Leadership development camp (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.

**Accountability:** The High Adventure Specialist 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
- 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. Mentor, support, and coordinate counselors during high adventure activities
2. Manage activities, gear, and facilities including low elements, big swing, zip line, climbing wall, & rock quarry climbing site
3. Facilitate high adventure programs during activity periods
4. Coordinate other support staff to facilitate high adventure activities
5. Help train staff on challenge course facilitating, belaying, zip line & big swing assisting, etc.
6. Ensure safety of all participants
7. Monitor and log equipment maintenance ensuring only safe-to-use equipment is used
8. Aid the Expeditions Manager as needed with the facilitation of high ropes activities on trips
9. Perform daily use inspections
10. Perform end of summer inspection and inventory

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

**Desired Specific Qualifications:** At least 21 years old; camp experience; training and documented experience as a facilitator of ropes courses or rock-climbing sites; knowledge of challenge/adventure standards identified by the ACCT



# CAMP KANUGA

## Nature Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), 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.

**Accountability:** The Nature Specialist 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
- 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 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. Manage the local expeditions (campouts) of Camp Kanuga
2. Mentor, support, and coordinate counselors during Naturalist and campout activities
3. Maintain Naturalist Hut and relevant facilities, and maintain proper upkeep of all Nature and campout supplies and equipment
4. Teach Leave-No-Trace principles, nature art, creation care, solo hike activities, orienteering, ecology, fishing, fauna and flora identification, and Cherokee culture
5. Manage schedules, food service provisions, and logistics for all campouts
6. Perform end of summer maintenance, inventory, and clean up
7. Help grow and innovate the Naturalist and Campout program into the future
8. Develop and implement CK Naturalist and Campout 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 2 years of serving at camp completed and/or 21 years old; at least 2 years of college completed; extensive experience with outdoor education; knowledge of ecological information; knowledge of Creation Care curriculum; Leave No Trace certification; camp experience



## Waterfront Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), 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.

**Accountability:** The Waterfront Specialist 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
- 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 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. Train, observe, and verify all staff to carry out the camp's waterfront emergency action plan. Review as necessary and at least twice during the summer
2. Mentor, support, and coordinate counselors during Waterfront activities
3. Throughout summer, verify and observe lifeguarding skills for policy assurance
4. Organize the staff for daily waterfront time. This includes the scheduling of spotters, lifeguards, and other staff.
5. Lead waterfront orientation for all campers each session
6. Inventory and maintain waterfront supplies and areas (toys, canoes, kayaks, medical supplies, fishing supplies, etc.)
7. Always ensure physical safety of campers and staff, checking equipment, property and procedures on a daily basis
8. Maintain waterfront program area: lake, canoe landing, storage area, docks, ropes, field, etc.
9. Inventory and maintain lifeguard gear: whistles, tubes, etc.
10. Regularly clean personal floatation devices

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

**Desired Specific Qualifications:** At least 21 years old; camp experience; current lifeguard certification and CPR-Professional Rescuer; several years of lifeguarding experience and/or waterfront management experience



# CAMP KANUGA

## Arts Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and a Leadership development camp (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.

**Accountability:** The Arts Specialist 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
- 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. Manage the art activities of Camp Kanuga
2. Mentor, support, and coordinate counselors during Arts activities
3. Facilitate two optional periods during each session. This means designing and completing a ceramics project with all campers of the optional periods.
4. Maintain the art facilities and proper upkeep of all art supplies and equipment
5. Manage all pottery activities: kiln maintenance, clay recycling, glaze maintenance, etc.
6. Manage all wood carving activities: knives, wood, cleaning tools, brushes, paints, etc.
7. Manage all leather craft activities: knives, stamps, mallets, columns, leather, brushes, paints, etc.
8. Manage all misc. art activities: paint, brushes, paper, etc.
9. Plan each kiln firing in accordance with a timely redistribution of all ceramic materials made by the campers.
10. Help train other staff members in art programs
11. Perform end of summer maintenance, inventory, and clean up
12. Work well with the Blacksmith and Woodshop Managers

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

**Desired Specific Qualifications:** At least 21 years old and/or 2 seasons working at camp; extensive experience with art; camp experience



# CAMP KANUGA

## Mountain Bike Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), 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.

**Accountability:** The Mountain Bike Specialist 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
- 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. 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 managing of 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. Facilitate skill level progression through the various mountain bike activities: pump track, beginners trails, advanced trails and terrain park, offsite trail rides
8. Support the onsite residential campers' mountain bike activities and the offsite expedition campers' mountain bike activities
9. Work well with Adventure Team Leader on adventure programs
10. Maintain the mountain bike facilities: trails, pump track, bike barn, field, etc.
11. Perform end of season inventory, repairs, and clean up

**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 2 years of college completed; camp experience; mountain bike experience; knowledge of bike maintenance; Wilderness First Aid or Wilderness First Responder certification





## Music Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), 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.

**Accountability:** The Music Specialist 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 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. Lead & coordinate all aspects of music for Camp Kanuga
2. Implement music programming for campers
3. Lead music in “Morning Jam” (morning chapel) and night chapel services
4. Take a leadership role with Chaplain in building covenant-based community among staff
5. Work in tandem with the Chaplain
6. Organize skits and music for Sunday Shine celebration service and closing day celebration
7. Lead (with Chaplain) Kanuga Community program area (Christian exploration/bible study/devotion time)
8. Work with Chaplain to implement a restful faith formation experience for staff
9. Lead music for Closing Ceremony on last night of camp & for Sunday night church
10. Coordinate campers and other staff musicians to play their instrument and/or sing
11. When not coordinating or playing music, be available as support to any staff, program area, or camper(s), helping fill needs 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; ability to play instruments & lead a group in singing worship songs; ability to lead a band in leading worship; knowledge of how to play camp songs & ability to learn & teach new ones



## Blacksmithing Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), traditional residential camps (ages 7-16), Expedition camps (ages 12-18), and a Leadership development camp (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.

**Accountability:** The Blacksmith Manager 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
- 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 the upholding the community covenant, with grace and love
7. 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
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:** See a need, fill a need. Be prepared to implement any additional work responsibilities that arise.

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





# CAMP KANUGA

## Woodworking Specialist

**Overview:** Camp Kanuga is a summer camp for youth ages 5-18. Camp Kanuga is a Christian ministry affiliated with the Episcopal Church. Camp Kanuga offers day camps (ages 5-11), 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.

**Accountability:** The Woodshop Manager reports directly to the Camp Director. Additionally, they 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, 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. 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:** 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 and/or at least 2 years of college completed; Extensive experience with woodworking, creativity, and art