



Admin Team 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 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.

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 and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Table of Contents

SUPPORT STAFF

Administration Team:

Camp Coordinator	2
Activities Coordinator	3
Chaplain	4
Leadership Academy Director	5
Brand Manager	6
Crew Director	7
Expeditions Manager	8
Cabin Life Specialist	9



Camp Coordinator

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 11th & 12th graders). Located on 1400 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:

11. Lead, train, assist, help, support, and mentor camp counselors and crew
12. Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
13. Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
14. Support all camp staff in upholding the community covenant, with grace and love.
15. Work at least one weekend as a stay over director
16. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
17. Be present for all SS meetings.
18. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
19. Be an active role model understanding that you are a leader in the community and are looked up to by all.
20. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Principal Responsibilities:

1. Support total management, safety, and continuity of Camp Kanuga with oversight from Program Director.
2. Create hype and buildup surrounding each upcoming activity (optionals, camper choice, evening programs, whole-camp activities) through engaging announcements throughout the day/session.
3. Think creatively about leading the nightly program and about how to get campers excited about it throughout the day
4. Coordinate set up and tear down of evening program while maintaining care of gear and supplies
5. Serve as a direct manager to cabin counselors.
6. Take a primary role in building covenant-based, professional community among staff, (serve as teacher & mentor)
7. Organize staff for opening and closing days, helping facilitate smooth check-in and check-out.
8. Thoughtfully manage counselors cabin placements for each session.
9. Ensure that counselors are prepared to lead, support, and care for campers beginning in staff training and continuing throughout the summer season.
10. Coordinate support staff for night checks (check in with each cabin each night)
11. Support counselors with conflict or difficulty in camper groups (homesickness, bullying, etc.)
12. Act out skits and fun, silly announcements throughout the day to inform all campers and staff of general schedule
13. 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
14. 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

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 11th & 12th graders). Located on 1400 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 and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Principal Responsibilities:

1. Support total management, safety, and logistics of all programmatic aspects of CK with oversight from Program Director
2. Supervise and support program specialists in their respective program areas
3. Ensure that counselors are supported by their respective program specialists when facilitating their programs.
4. Support cabin counselors in their ability to lead activities with campers
5. Maintain activity scheduling within each session with the Camp Coordinator using the Activity Board as the mechanism for communicating with the whole camp each day's/session's schedule.
6. Manage all specialized programming skill verification documentation to ensure each program specialist and facilitator is operating with highest standard of care and skill according to the ACA guidelines.
7. Empower and spread responsibility to other support staff and crew to help lead evening programs, communicating expectations clearly.
8. Work with Crew Team Leader to coordinate support from crew team members.
9. Operate as a supportive staff team member, uplifting and serving the camp community, and always striving to embody the CK motto and fulfill its mission.

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 served 2 summers on camp staff; 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



Chaplain

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 11th & 12th graders). Located on 1400 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 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 and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

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 planning and ensuring music is involved during times of worship.
3. Lead daily Morning Jam worship service preparing and offering daily “lessons” to the campers.
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 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 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 sacred 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 and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Principal Responsibilities:

1. Direct the Leadership Academy program
2. Be the primary leader of all Counselors in Training (CITs), being a supportive and intentional supervisor
3. Manage scheduling and logistics of CIT staff training
4. Teach Leadership theories and skills to high school aged participants
5. Maintain safety of Counselor-In-Training participants and staff
6. Coordinate CIT placement in cabins, communicating with cabin counselors to find best fit
7. Run check-in and check-out in a professional and organized way
8. Be a primary driver of a 15-passenger
9. Supervise Counselor-In-Training participants while they lead campers, facilitating check-ins and debriefs
10. Teach / lead camp activities
11. Foster a program that develops leadership skills, communication skills, and helps 11 and 12th graders gain confidence and abilities that will enhance their lives

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



CAMP KANUGA

Brand Manager

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 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 Brand 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:

- Passion and ability to work well with kids
- Comfortable with living in and building Christian community through loving and supporting one another
- 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 and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Principal Media Responsibilities:

1. Through social media, tell the story of campers' and staffs' experience through Facebook and Instagram, making posts daily.
2. Ensure each day of camp (including Expeditions, Day Camp, and Leadership Academy) is documented sufficiently with photos and videos.
3. Organize content from each session/program throughout the summer on hard drive and/or cloud-based drive.
4. Create and implement a media plan that highlights the multitude of aspects of the CK experience.
5. Make a slideshow video with music of each session to be shared with the entire camp on closing day.
6. Maintain, care for, and be responsible for all media-related technology.
7. Ensure cabin photos are taken on opening day of each session.
8. Facilitate the session photo (picture of entire camp community) by setting up the picture, organizing the campers and staff, and taking the photo.
9. Take a whole-staff photo
10. Ensure staff training is documented via photo and video.
11. Create a staff slideshow video throughout the summer to be shown at the end of summer staff banquet.

Principal Retail Responsibilities:

1. Manage CK Outfitters (camp store)
2. Set tone and provide great customer service for camper families on Opening and Closing Day in the camp store
3. Manage the organization of the store, merchandise, and overall cleanliness of the space
4. Stay ahead of what needs reordering and help facilitate ordering and restocking the store.
5. Oversee training of a performance of crew members who assist in running the store for campers
6. At breakfast, make announcements for cabin-scheduled visits to the store
7. Learn to use CampBrain camp store system to facilitate purchases, communicate store balances to campers, keep track of staff purchases.
8. Make Sam's runs to restock store snacks and canteen snacks when needed
9. Conduct a detailed final inventory of all food items and merchandise before leaving camp

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



CAMP KANUGA

Crew Director

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 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 Director 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

Collective Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

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 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 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

Collective Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

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



Cabin Life 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 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 Cabin Life 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

Collective Support Staff Responsibilities:

1. Lead, train, assist, help, support, and mentor camp counselors and crew
2. Cultivate and nurture 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 all camp staff in upholding the community covenant, with grace and love.
5. Work at least one weekend as a stay over director
6. Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
7. Be present for all SS meetings.
8. Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
9. Be an active role model understanding that you are a leader in the community and are looked up to by all.
10. Actively strive to not perpetuate a power imbalance between SS and other positions, promoting a culture of mutual love and respect.

Principal Responsibilities:

1. Be a primary model for staff-camper interactions for counselors to observe and develop skills from
2. Work closely with the Program Director to ensure Cabin Counselors are supported, uplifted, and prepared
3. Be a go-to resource for counselors and CITs working directly with campers
4. Have a robust knowledge of best practices of cabin counselors, and be able to transfer this knowledge to the counselors to ensure they are meeting the needs of their campers and fulfilling Camp Kanuga's mission
5. Facilitate check-ins with cabin counselors to debrief, provide feedback, and nurture relationship
6. Provide resources to counselors that enhance sense of cabin community
7. Be present during night checks to observe dynamics and provide support at bedtime

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