



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 traditional overnight camps (rising 2nd-10th graders), Starter Camp (rising 2nd-4th grade), Trailblazers (rising 11th-12th grade), and Kanuga Leadership Academy (rising 11th-12th grade). 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.

Support Staff Minimal Qualifications:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, mentor, and empower counselors and crew to successfully deliver safe, fun, and mission-aligned programming
- ★ Cultivate a healthy, inclusive, and Christ-centered community that reflects Episcopal values of love, belonging, and hospitality
- ★ Model servant leadership—approachable, trustworthy, and committed to supporting others
- ★ Promote positive team culture, including helping staff navigate conflict and uphold the community covenant with grace
- ★ Support Whole-Camp programs and logistics, ensuring smooth operation of daily activities and special events
- ★ Serve in operational roles as needed, such as challenge course facilitator, lifeguard, driver, or other program-support positions (training provided)
- ★ Participate in daily Support Staff meetings and ongoing professional development opportunities
- ★ Work at least one stay-over weekend to ensure camper care and supervision between sessions
- ★ Maintain healthy leadership dynamics, actively avoiding power imbalances while fostering mutual respect across positions

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Camp Coordinator

Accountability: The Camp Coordinator 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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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 excitement 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 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
13. 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; desire and ability to help support the camp goals of connecting campers to: self, others, creation, creator.



Activities Coordinator

Accountability: The Activities 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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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 the Camp 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 the 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; 2 seasons of proven success as a leader in a youth serving agency; desire and ability to help support the camp goals of connecting campers to: self, others, creation, creator.



Chaplain

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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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/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

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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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 van
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



CAMP KANUGA

Brand Manager

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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

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

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 in retail management preferred; experience leading group activities and proven leadership.



CAMP KANUGA

Crew Director

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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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 morale 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



Trailblazers Director

Accountability: The Trailblazers 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:

- Demonstrated ability to build supportive, positive relationships with campers, families, and staff
- Skilled in fostering a welcoming and inclusive Christian community grounded in Episcopal values
- Excellent communication and interpersonal skills, including the ability to navigate conflict and support healthy team culture
- Strong organization, time-management, and administrative abilities, including comfort with technology and database systems
- Creative thinker and proactive problem-solver in fast-paced, dynamic environments
- Ability to remain adaptable, calm, and effective when plans change or challenges arise
- Ability to give and receive feedback that supports personal, professional, and community growth
- Capable of performing job-related physical tasks (e.g., supporting program operations, assisting in emergencies)
- Current CPR/AED and First Aid certifications (or willingness to obtain prior to summer)

Collective Support Staff Responsibilities:

- ★ Lead, train, assist, help, support, and mentor camp counselors and crew
- ★ Cultivate and nurture a healthy, loving, supportive, Christ-like camp culture among campers and staff.
- ★ Serve as other important roles: Challenge Course Facilitator; Lifeguard; Driver; etc.
- ★ Support all camp staff in upholding the community covenant, with grace and love.
- ★ Work at least one weekend as a stay over director
- ★ Be present and supportive at Whole Camp activities (Morning Jam, Free Swim, Evening Worship, Evening Programs, etc.)
- ★ Be present for all SS meetings.
- ★ Be an approachable person for all staff and campers, striving to be a resource and servant-leader in all things.
- ★ Be an active role model understanding that you are a leader in the community and are looked up to by all.
- ★ 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 Trailblazers
2. Train, supervise, and support Trailblazers staff
3. Maintain Meg's Outpost, and ensure proper upkeep of all Trailblazer 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 TB sessions
6. Perform end of summer maintenance, inventory, and clean up
7. Ensure a smooth integration of TB campers into main camp life and activities
8. Help grow and innovate the Trailblazers 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