

POSITION DESCRIPTIONS

Summer 2020



Camp Bob at Kanuga

Intro to Camp Bob

Camp Bob is a summer program that serves youth who would not otherwise have the opportunity to attend a traditional summer camp program based off of their family's income or other circumstances. Campers attend Camp Bob at no cost to them, or their families. The Camp Bob experience includes a week of camp activities including, but not limited to hiking, swimming, archery, canoeing, and team building activities. Our program is built around the development and growth of campers on both an individual and group basis, our activities are catered to help campers grow in these targeted ways. There are many summer positions available that make our programming possible. Below you will find descriptions for each position. For more info email, campbob@kanuga.org.

Applications can be submitted at: goo.gl/ehfzml (capitalization DOES matter)

CAMP COUNSELOR

Desired Qualifications:

- Must be 18+ years old.
- Completion of one year of college preferred.
- Experience working with children preferred.
- Desire and ability to work with a diverse group of children in the outdoors
- Ability to be physically active for most of the day.
- Ability to lead camp activities with enthusiasm.
- Good character and integrity in line with Kanuga's core values.

Job Description & Responsibilities:

A Camp Bob Counselor will be responsible for the experience, safety, and security of a cabin of campers. This will include facilitating camp activities for campers, ensuring their safety during these activities, and making an effort to enhance the learning and growth of the campers in the counselor's care. Some specific responsibilities of the position include:

- Supervise a group of campers each week both in and outside of the cabin. This includes sleeping in the same cabin as campers on nights they are on camp and supervising during rest and reading times.
- Get to know each camper in the cabin on an individual basis, learn their goals and needs.
- Lead daily camp activities with the aid of a co-counselor.
- Be alert to camper needs, problems, and/or concerns as they become apparent and report these to the Director or Assistant Director.
- Challenge campers to try new things and to create a community of support in the cabin.
- Ensure the safety of each camper by addressing medical needs and taking children to the camp nurse as needed.
- Follow group curriculum based on the progression of Camp Bob's programming.
- Partake in efforts to clean and better the Bob Campbell Youth Campus, including weekly group cleaning.

ASSISTANT DIRECTOR

Desired Qualifications:

- 21+ years old preferred.
- Previous camp experience required, Camp Bob experience preferred.
- Experience working with children required.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors.
- Organized with the ability to create and edit schedules to meet the needs of the camp.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Assistant Director will work closely with the Director to ensure the smooth running of camp on a daily basis. This might include helping the Director in the daily coordination of camp with groups and counselors. As a member of Support Staff, other camp duties may be assigned as well. More specific job duties are listed below:

- Assist the Director in creating and finalizing weekly camp schedules.
- Aid administrative staff in understanding their roles and preparing for the season.
- Supervise staff and the daily operations of camp's programs and logistics working closely with the Camp Director.
- Responsible for camp operations while the Director is not on site.
- Directly supervise Head Counselor, Camper Care Coordinator, and Specialized Programs Coordinator.
- Plan and implement staff training alongside other administrative staff.
- As needed, speak with the parents of campers and groups that stay at camp.
- Conduct mid-season and end of season staff evaluations.
- Oversee Stepping Up Programming.
- Act as a resource/mentor for admin staff and counselor staff, including the oversight of a staff mentor group.
- Oversee a Camper's Choice activity.
- Oversee the planning of the End of Season Staff Banquet.
- Provide and organize opportunities for staff professional development.
- Aid with camper behavior, supervision, and mental health as needed.
- Provide structured constructive criticism for admin and counselor staff.

SPECIALIZED PROGRAMS COORDINATOR

Desired Qualifications:

- 21+ years old preferred.
- MUST have or be willing to receive a lifeguard certification.
- MUST be willing to be trained as a climbing tower Primary.
- MUST be willing to receive training as an Archery Instructor.
- Experience working with children required.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors
- Ability to be physically active for most of the day.
- Experience in coordinating aquatic activities and programming preferred.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Specialized Programs Coordinator will oversee all specialized programming at Camp Bob. This includes oversight of waterfront, high adventure, and archery programming. As a member of Support Staff, other camp duties may be assigned as well. More specific job duties are listed below:

- Act as a mentor for staff, including the oversight of a mentor group.
- Work with Program Director/Assistant Director to create a weekly lifeguard and break schedule.
- Act as lifeguard when counselors are not able to (MUST be lifeguard certified).
- Facilitate monthly in-service lifeguard trainings for staff lifeguards.
- Organize and maintain waterfront areas (i.e. Nedball, Canoe Shed). This includes regular checks and maintenance of equipment.
- Oversee and develop programming for the waterfront.
- Align waterfront areas and programming with ACA standards.
- Train staff on Camp Bob waterfront policies and monitor compliance with these standards.
- Oversee Archery programming, including the maintenance of archery equipment.
- Train staff in Camp Bob Archery Policies.
- Conduct Archery Instructor performance reviews.
- Oversee Adventure Camper's Choice group, along with oversight of Cookout/Campout programming.
- Act as Primary at Climbing Tower, High Ropes, and Quarry as needed.
- Assist staff in comfortability with High Adventure and belay technique.

HEAD COUNSELOR

Desired Qualifications:

- 21+ years old preferred.
- Experience working with children required.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors.
- Ability to be physically active for most of the day.
- Ability to mentor others during the summer.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Head Counselor is the link between other administrative staff and counselors on staff. The Head Counselor will be responsible for communicating the needs of the staff to administrative staff when necessary and advising staff in other ways as needed. As a member of Support Staff, other camp duties may be assigned as well. More specific duties are listed below:

- Act as a mentor for staff, including the oversight of a mentor group.
- Coordinate daily/weekly with counselors, updating them on pertinent camp information.
- Oversee the Oh So Clean programming.
- Oversee Cabin of Excellence Programming.
- Oversee a Camper's Choice group.
- Aid in evaluating male counselor performance.
- Check-in regularly with counselors.
- Act as cabin counselor in the case of counselor illness or termination of employment.
- Provide and organize opportunities for staff professional development.
- Aid with camper behavior, supervision, and mental health as needed.
- Provide structured constructive criticism for counselor staff.
- Teach counseling staff the basics of being a camp counselor.
- Strategically create opportunities for staff bonding and cohesiveness.

SOCIAL MEDIA MANAGER

Desired Qualifications:

- 21+ years old preferred.
- Experience working with children required.
- Experience in photography or filmography preferred.
- Experience running an organization's social media page.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors.
- Ability to be physically active for most of the day.
- Ability to mentor others during the summer.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Social Media Manager will be responsible for documenting and organizing session photos, social media updates, as well as working with the Kanuga media department to ensure a positive social media presence for Camp Bob at Kanuga. As a member of Support Staff, other camp duties may be assigned as necessary. More specific job duties are listed below:

- Manage the Camp Bob at Kanuga Facebook account during the camp season, post daily.
- Thoroughly document the camp experience.
 - Capturing at least 1 group photo per cabin per week.
 - Photograph each camp activity throughout the course of the week.
 - Film various camp programs and activities throughout each week.
- Manage the photo checklist to make sure campers' faces are not being posted to social media without permission.
- Film, edit, and post weekly videos of camper interviews.
- Provide media support for any program that requires it, including closing ceremonies and talent shows.
- Oversee the organization and implementation of Talent Show programming.
- Prepare a video montage and/or PowerPoint for closing ceremony as well as for the staff season-ending celebration.
- Oversee a Camper's Choice group.
- Mentor staff, including the oversight of a staff group of a staff mentor group.

CHAPLAIN/ VOLUNTEER COORDINATOR

Desired Qualifications:

- 21+ years old preferred.
- Experience working with children required.
- Experience in Chaplaincy or youth ministry preferred.
- Ability to lead a group of children that come from diverse spiritual backgrounds.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors
- Ability to mentor others during the summer.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Chaplain/Volunteer Coordinator for Camp Bob will be the “go-to” person for staff, campers, and volunteers regarding spiritual exploration. The Chaplain will be required to lead our religious programming, as well as completing other general duties around camp. The Chaplain will also function as our campus Volunteer Coordinator, addressing the needs of Camp Bob volunteers. As a member of Support Staff, other camp duties may be assigned as necessary. Specific job duties are listed below:

- Act as a mentor for staff, including the oversight of a mentor group.
- Coordinate opening and closing ceremonies.
- Coordinate Morning Shines.
- Oversee devotional programming.
- Act as a support system for campers or staff that want to explore their spirituality.
- Oversee a Camper's Choice group.
- Give volunteer orientation on the first day of camp.
- Distribute, collect, and document volunteer evaluations.
- Communicate with volunteers on a daily basis to address any needs and concerns.

CAMPER CARE COORDINATOR

Desired Qualifications:

- 21+ years old preferred.
- Experience working with children required.
- Experience or training in youth mental health or social work preferred.
- Comfortability working with campers from diverse backgrounds, including campers who may have experienced trauma.
- Comfortability handling potential camper behavior challenges.
- Ability to lead camp activities with enthusiasm.
- Desire and ability to work with a diverse group of children in the outdoors
- Ability to mentor others during the summer.
- Good character and integrity in line with Kanuga's core values of Service, Respect, Sustainability, and Stewardship.

Job Responsibilities:

The Camper Care Coordinator (CCC) for Camp Bob will be the “go-to” person for staff, campers, and volunteers regarding camper behavior and well being. The CCC will be required to lead trainings regarding camper care and behavior. This person is also our “go-to” camper wellness advocate. As a member of Support Staff, other camp duties may be assigned as necessary. Specific job duties are listed below:

- Act as a mentor for staff, including the oversight of a mentor group.
- Promote positive mental health on camp.
- Work with on Camp Medical Staff and Camp Director/Assistant Director to understand camper medical needs and serve as a liaison between the medical staff and other camp staff.
- Communicate camper medical needs to admin and counselor staff.
- Provide ongoing training and support to counselors and admin staff.
- Aid with potential camper behavior or mental health challenges.
- Create and implement behavior contracts for specific campers when necessary.
- Model and advocate acceptance and understanding for campers with special needs
- Keep detailed logs of camper interactions and parent contact
- Able and willing to work with a variety of staff members in a calm, collected manner at all times.
- Act as a resource for staff on strategies to support campers.
- Responsible for the health, safety, and happiness of campers.