



**Camp
Quinebarrge**

*Since 1936 ... A traditional boys and girls
summer camp for exploring, growing
and making everlasting friendships.*

Job Description Horses Lead Counselor

Classification: Exempt (Seasonal)

Area: Horses

Reports to: Camp Directors

Dates: Per Offer Letter

Camp Quinebarrge

Camp Quinebarrge is a traditional, overnight boys and girls summer camp lying on 70 acres of forest and over 1,200 feet of lakefront on Lake Kanasatka in Moultonborough, NH. Since 1936, Camp Quinebarrge has fostered an environment for children to learn about themselves and the world around them, try new activities and learn new skills, have fun, and make friendships that last a lifetime.

At Quinebarrge, counselors lead program activities as well as live in and supervise their assigned cabin of campers. During activity periods, counselors are responsible for their activity areas and for the group of campers assigned for that hour; most other times, they are with their cabin. Senior staff spend some of their time in the office, but most of their day is spent out and about, supervising activities or cabin time, resolving issues, and supporting counseling staff.

Horses Lead Counselor

The Horses Program gives campers the opportunity for more than just a pony ride. Campers who sign up for Horses ride every single day and spend their time out of the saddle learning about horse care and stable management. Campers are empowered by trying something that may be new and a bit scary, and develop skills that help them become more confident. Horses Counselors teach English and/or Western lessons daily, mainly in the riding ring but also on trail rides throughout our property. Campers who are not riding at any given moment learn to muck stalls, tack up, and a variety of horse care topics. Horses staff are also responsible for the care and keeping of the horses, including outside of regular program hours.

The Lead Counselor in this area works with Senior Staff to manage the program and ensure that it runs smoothly. While the Horses Lead Counselor is not the boss, so to speak, she is the immediate supervisor in the stable and must be able to lead, direct, and evaluate the other Horses staff, as well as campers participating in Horses. As the Lead Counselor, she will also work with other Horses staff to create a horse care schedule for morning and evening feeding and watering.

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P.O. Box 608, Center Harbor, NH 03226

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Horses Job Functions

- Ensure that campers and staff know and follow safety and educational procedures.
- Manage safety by supervising staff and campers during activity periods.
- Develop and deliver a robust Horses Program that is appropriate for the age and ability of campers, according to the provided curriculum.
- Train and supervise other Horses staff, including program staff from other areas if they are assisting in the stables.
- Assist with Horses staff performance evaluations.
- Care for the horses and communicate with Senior Staff to ensure that their needs are met.
 - Assist in communicating with the horses' owners in the event that a horse needs to be swapped out or taken for veterinary care.
 - Work with other Horses staff to create and follow a care schedule for feeding, exercise, and watering outside of the activity periods.
- Mentor CITs assigned to Horses
- Assist in the management and care of the physical facilities, and equipment in the Horses Program Area, as well as the horses themselves.
- Organize and keep track of inventory; communicate needed supplies to Senior Staff.
- Other duties as assigned.

Equipment used includes horses, tack, helmets, grooming and cleaning gear, horse feed and related equipment, mounting block/steps, and other horse-related equipment.

Cabin Duties

Counselors will be assigned to live in a cabin with 4-12 campers and one or more co-counselors. Cabins are the very base of life at Camp; campers live in their cabins with children of their own age and it is where most bonding occurs. A cabin counselor is more than a supervisor or babysitter; he creates a bond with his cabin, mentors and inspires campers, and handles minor issues that arise. A camper spends more time with his cabin counselors than with any other adult on camp, and can be most impacted by him for that reason. We want to create friendships, foster growth and independence, and make sure our campers have the best summer experience possible.

Cabin counselors lead all aspects of cabin life, including morning cabin cleanup, bedtime routine, and nightly Candle Pass, as well as spending time with their campers during Rest Period and special events. Each cabin goes on at least one adventure per session - a trip and/or campout on camp or offsite, where cabins laugh, sing, tell stories, and become even closer. In the unlikely event that a counselor is

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assigned to staff housing, she is still assigned to a cabin and is expected to fully participate as a member of that cabin, only sleeping elsewhere.

Cabin Counselor Job Functions

- Participate enthusiastically in all camp activities, planning, and leading activities as assigned.
- Supervising, mentoring, and leading a cabin of 4-12 campers.
- Mentor any CIT assigned to the cabin.
- Perform other general counselor duties, including but not limited to meal supervision, Night Duty, assisting with trips, and other duties as they arise or are assigned.

Other duties may arise and be assigned by the Directors or other Senior Staff. These may include planning or setting up for special events, acting as a secondary leader for small offsite trips, covering other program or cabin areas, and more.

Qualifications and Abilities

- Documented experience or training in horse care, stable management, and riding.
- Current certification or documented experience in horseback riding instruction.
- 7 or more weeks documented experience in a supervisory role in a similar setting.
- Documented experience working with children.
- Able to perform physical aspects of the position, including:
 - Work long hours in an active program.
 - Identify and respond to environmental and other hazards.
 - Respond appropriately to situations requiring First Aid, and assist campers in an emergency (fire, evacuation, illness, or injury).
 - Possess strength and endurance required to maintain constant supervision of campers.
- 21 years of age as of the start of employment and eligible for work in the United States.
- Valid Driver's License, and clean driving record meeting NH camp licensing requirements.
- Meets state, federal, and ACA requirements for summer camp employment. Must pass a background check and provide other forms and details.
- Min. 1 year of college/university or completion of the Quinebarrge CIT Leadership Program.
- Current certification in CPR and First Aid. this may be acquired onsite during staff training.
- Other certifications a plus (High Ropes/Wall, Wilderness First Aid).
- Desire to work with and inspire children in a summer camp environment.

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Salary and Benefits

Camp Quinebarge offers a competitive salary, room and board, leadership and other training, weekly laundry, camp t-shirts, and the opportunity to participate in trips and onsite events. Staff are eligible for performance bonuses. Counselors receive one 12-hour day off during Traditions training week, and one 24-hour day off during camper weeks 2-7. There are no days off during camper weeks 1 or 8. Counselors will also have one evening off per week, except during camper week 8.

How to Apply

To apply for this or other positions at Camp Quinebarge, please visit campquinebarge.com/staff. Being a camp counselor at Camp Quinebarge is an incredibly fun and rewarding experience for someone who enjoys children and helping them grow and is a summer you will remember forever. It is also physically and emotionally demanding and not for everyone. Please consider both before applying. Camp Quinebarge is an Equal Opportunity Employer, a member of the New Hampshire Camp Directors Association, and accredited by the American Camp Association.

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A Typical Day

- 7:30 am Wakeup Bell
 - Ensure that cabin campers are awake and getting ready for the day.
 - Once Horse Counselor feeds and waters horses and lets them into the riding ring.
- 7:45 am Waiters Bell
 - Ensure that waiter goes to Dining Hall.
 - Shepherd campers to Dining Hall for breakfast. Counselor is the last one out of the cabin.
- 8:00 am Breakfast
 - Supervise campers at your table.
 - Model and enforce proper meal etiquette, especially trips to the buffet line.
- 8:30 am Announcements
 - Remind campers at your table to see the nurse if they have breakfast meds.
- 8:30 - 9:00 am Cabin Cleanup
 - Oversee cleanup and coach campers through their chores.
- 9:00 - 1:00 pm Activity Periods
 - Lead four 1-hour periods of Horses.
- 12:45 pm Waiters Bell
- 1:00 pm Lunch
- 1:30 pm Announcements
- 1:35 -2:30 pm Rest Period
 - With your cabin, rest or quietly play/socialize.
 - Make sure all campers and yourself are changed into swimwear before the bell at 2:30.
 - Travel as a group to the Waterfront when the bell rings.
- 2:30 pm - 4:00 pm General Swim
 - Lifeguard or assist with camper supervision on the beach or in the water as directed by the Waterfront Director.
- 4:00 - 5:30 pm Activity Period
- 5:30 - 6:00 pm Free Time and Quinebarge World Championship
 - Supervise and socialize with campers in cabin area or center of camp.
- 5:45 pm Waiters Bell
- 6:00 pm Dinner
- 6:30 pm Announcements
- 6:35 -7:00 pm Free Time/Evening Activity Prep
 - Return to cabin with campers to change or prepare for Evening Activity.

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- Travel to Evening Activity as a group when the bell rings, ensuring a counselor is the last to leave the cabin.
- One Horse Counselor feeds and waters horses, then brings them into their stalls for the night.
- 7:00 - 8:05 pm Evening Activity
 - Evening Activity, assist or participate as directed.
- 8:05 pm Friendship Circle
 - Participate enthusiastically and ensure campers do the same.
 - Return to cabin with cabin group.
- 8:10 - 9:00 pm Shower Hour
 - Males
 - Ensure that campers are on schedule and physically escort them to the Shower House and Wash House.
 - Females
 - Ensure that campers complete shower schedule in a timely manner.
- 9:00 pm Candle Pass
 - Facilitate Candle Pass for your cabin, with guided discussion or questions.
 - Participate actively and enthusiastically.
- 9:15 pm Lights Out
 - Turn off the lights and remain in the cabin, encouraging kids to sleep or read quietly, until released by Night Duty at 9:30.
 - If you are on Night Duty, Head Counselor will deliver clipboard and walkie to you.
- 9:30 - 11:30 pm Night Duty or Free Time, per schedule

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