



Camp Director

Position:	Camp Director	Applications Due:	Oct. 23, 2016
Location:	Moultonborough, NH	Reports to:	Camp Owner
Dates:	7 camper weeks, 1-2 staff weeks	Size:	125 campers, 35 staff
Type:	Residential, Co-ed, Traditional		
Time:	Full Time, Exempt		

Camp Quinebarge

Camp Quinebarge is a traditional, summer, overnight boys and girls summer camp lying on 65 acres of forest and over 1,200 feet of lakefront on Lake Kanasatka in Moultonborough, NH. Since 1936, Camp Quinebarge has fostered an environment for children to learn about themselves and the world around them, try new activities and grow, and make friendships that last a lifetime.

The Camp Director will be responsible for all aspects of the camp's operations and leadership, including camper recruitment, staff hiring, training and supervision, program development and implementation, and finance and administration. The Director has ultimate responsibility for the financial management and health of the camp. The Director will report to the Owner, a Camp Quinebarge alum, who will help assist Director with strategy, philosophy, overall direction of the camp.

Key Areas

Camper Recruitment

- ensuring a high return rate of campers year-to-year
- increasing the number of campers, camper weeks and revenue per camper
- generally meet these requirements through website inquiries, house parties (Quineparties), outreach in the community, camp fairs, church groups, referral agencies, and limited print and online advertising
- develop online and print marketing materials
- will receive incentive compensation for meeting recruitment and financial goals.

Staff Hiring, Training and Supervision/Mentoring

- responsible for assembling a quality, responsible staff
- preparing the staff with essential information about camp and camp life prior to camp
- developing and implementing a successful Staff Week that ensures responsibility, builds team work, and enhances morale and excitement
- oversees staff throughout the summer, serving as a mentor to the staff on a daily basis, helping young professionals constantly improve in their positions.

Camp Program and Culture

- implement our long standing camp program, schedule, traditions and general way of life
- while maintaining the program, work to improve the program, making it more robust, adding new elements and making it more effective, fun and engaging
- set and supervise camp schedule, rules, discipline, office procedures
- develop strategies to increase camper and staff participation and enthusiasm for activities
- ensure thorough staff and camper opening and closing procedures

Camp Quinebarge

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- ensure all programs meet ACA and state of NH and federal requirements

The Camp Director will regularly report to the Camp Owner, to discuss operations, ideas and issues. Program and other changes will require approval before being implemented. The Director is also responsible for the administrative tasks of camp including record keeping, ACA and state of NH requirements, parent questions and concerns, financial issues, etc.

Summer

The Camp Director lives at camp from approximately May 1 to mid-September after our final event. The Director must meet the physical requirements of the position including long hours and the ability to walk around camp consistently throughout the day, light lifting, and the ability to act calmly and professionally in a fast paced outdoor and office environment. The Director has one day off every two weeks during the camp season.

Off-Year

During the off-year, the Director is expected to manage the business of the camp including the administrative functions, recruiting, staffing, program development, etc. The Director will develop marketing materials, update the website, manage our active social media, reach out to recruiting partners, etc. The Director will maintain contact with parents, campers and staff throughout the year, keeping our community engaged. The Director will also assist with booking and managing a limited number of events at camp after each season.

Qualifications

- 5+ years working with children in a camp or school setting in a managerial role with both administrative and programming responsibilities
- Experience in program development and implementation, recruiting, staff hiring and training, working with youth, young adults and families
- A love for summer camp, an enthusiasm for helping children, and the energy necessary to motivate and lead both campers and staff
- Creativity to develop a robust program with fresh ideas
- Proactive manager, someone who will be in the field, willing and eager to take on difficult tasks, constantly mentor young adults, counsel campers and advise parents
- Superior communications skills, ability to make difficult tasks fun and exciting
- Must be self-starter, able to work independently, a strong leader with exceptional organizational skills, ability to delegate tasks to staff
- Eligible for summer camp employment under ACA standards and the state of NH
- Bachelor's degree in a related field

Camp Quinebarge offers a competitive salary and a wonderful, fun and rewarding work environment and camp community. Quinebarge is an Equal Opportunity Employer.

Please send a resume, cover letter and other materials to eric@campquinebarge.com by October 23, 2016.