



# Camp Quinebarge

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

## Job Description

### Office Admin

Classification: Exempt (Seasonal)

Area: Support Staff

Reports to: Camp Directors

Dates: Per Offer Letter

### Camp Quinebarge

Camp Quinebarge 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 Quinebarge 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.

### Office Admin

Office Admin is a key position at Camp Quinebarge. As the Office Admin you will oversee all aspects of the Camp office and the day to day operations of Camp. This will range from answering the Camp phone to handling the petty cash. The Office Admin will work directly with the Directors to ensure operational organization.

### Office Admin Job Functions

- Help run the day to day operations of camp.
- Maintain office cleanliness and organization.
- Operate the complete office and administrative duties.
- Take telephone calls, check Camp voicemail, and make calls as necessary.
- Manage the Camp mail on a daily basis.
- Order supplies, buses, and other important items.
- Collect and file paperwork as necessary for campers and staff.
- Manage camper and staff accounts and paperwork on our camp management software.
- Offer support to our Program Team.
- Help with organization of camper schedule.
- Manage the check in and check out process for campers.
- Support Senior Staff, including the Facilities Director, Chefs and others with admin support.
- Assist with activity set up, particularly tasks that can be performed in the office (painting Quinebeads, making Quine-Calendar and daily chalkboard, etc.)
- Serve as evening Admin Duty as scheduled.

## Camp Quinebarge

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

100 Sibley Road, Moultonborough, NH 03254

603-253-6029 | [fun@campquinebarge.com](mailto:fun@campquinebarge.com) | [www.campquinebarge.com](http://www.campquinebarge.com)



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- Perform other duties as assigned by the Camp Directors.

## **Cabin Duties**

The Office Admin may 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 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.

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**

- Experience in an administrative or supervisory role in a similar environment.
- Significant organized experience in one or more of our key sports activities.
- Able to perform physical aspects of the position, including:
  - Working long hours in an active program.
  - Identify and respond to environmental and other hazards

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- 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.
- 18 years of age as of the start of employment and eligible for work in the United States.
- 21+ with valid Driver's License and clean driving record preferred.
- 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 Quinebarge CIT Leadership Program.
- Current certification in CPR and/or First Aid. This may be acquired onsite during staff training.
- Other certifications a plus (High Ropes/Wall, Lifeguard, Wilderness First Aid).
- Desire to work with and inspire children in a summer camp environment.

## **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. The Admin will 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. Staff 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](http://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.
- 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
  - Check messages in the office before sitting for 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 Clean up
- 9:00 - 1:00 pm Activity Periods
  - Run the day to day operations of the office
- 12:45 pm Waiters Bell
  - Set up any needed materials for General Swim (backboard, tubes) so they are ready to go when staff arrive at 2:30.
- 1:00 pm Lunch
- 1:30 pm Announcements
- 1:35 -2:30 pm Rest Period
  - With your cabin, rest or quietly play/socialize.
  - Travel as a group to the Waterfront when the bell rings.
- 2:30 pm - 4:00 pm General Swim - You will remain in the office
- 4:00 - 5:30 pm Activity Period
- 5:30 - 6:00 pm Free Time and Quinebarge World Championship
- 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.
  - Travel to Evening Activity as a group when the bell rings, ensuring a counselor is the last to leave the cabin.
- 7:00 - 8:05 pm Evening Activity

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- 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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