



Camp Quinebarge

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

Job Description

CIT Counselor

Classification: Exempt (Seasonal)

Area: CIT Program

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.

At Quinebarge, 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.

CIT Counselor

The role of the CIT Counselor is to oversee the Counselor-in-Training Leadership (CIT) Program. The position entails implementing the CIT Leadership Program as defined in the CIT Leadership Program Manual, spending time with CITs, ensuring they bond as a group, and overseeing disciplinary issues. Further duties include coordinating with cabin and activity staff to ensure quality of apprenticeships; Night Duty; and working to develop and deliver an amazing leadership program for our CITs.

Job Duties:

- Implement the CIT Program as defined in the CIT Program Manual:
 - Organize and oversee apprenticeships;
 - Facilitate leadership discussions and lessons;
 - Supervise and guide CITs during projects;
 - Plan off-site excursions and supervise CITs during such;
 - Conduct performance reviews of CITs with input from mentors and Senior Staff; and
 - Other CIT-related duties as they are assigned.
- Resolve CIT-related disciplinary issues.

Camp Quinebarge

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

100 Sibley Road, Moultonborough, NH 03254

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- Attend, lead and/or contribute to general staff meetings as assigned.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support to assigned leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other activities and camp functions.
- Perform other duties as they arise, including but not limited to taking photographs, liaising with parents, attending trips, running errands, and helping with any organizational work.
- Perform Night Duty as it is assigned.

Equipment used includes activity equipment such as sports, crafts, and waterfront equipment; office supplies and equipment including a computer; digital camera; woodworking and light construction tools such as power drills and handsaws; and other equipment as the need arises.

Qualifications and Abilities

- Experience in a leadership role in a similar environment.
- Experience in design and delivery of leadership programs or activities for similar population.
- Able to perform physical aspects of the position, including:
 - Work long hours in an active camp 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); and
 - 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.
- Certification in First Aid and CPR/AED . These may be obtained onsite during staff training.
- Other certifications a plus (Lifeguarding, High Ropes/Wall, Wilderness First Aid).
- Desire to work with and inspire children in a summer camp environment.

Salary and Benefits

Camp Quinebarrge 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

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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.

Working 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
- 7:45 am Waiters Bell
- 8:00 am Breakfast
 - Supervise campers at your table.
 - Model and enforce proper meal etiquette, especially trips to the buffet line.
 - Ensure that there is no more than 1 CIT at each table, if feasible.
- 8:30 am Announcements
- 8:30 - 9:00 am Sweeping and Cabin Cleanup
 - Supervise CITs while they sweep the Dining Room and porches.
 - After sweeping, usher CITs back to cabins for Cabin Cleanup.
- 9:00 - 1:00 pm Activity Periods
 - Visit each activity, aiming to observe every activity, every hour.
 - Observe CITs and give feedback.
 - Observe mentors and give feedback.
 - Notify Program Director of any issues (staff sitting, socializing, or not actively leading campers, starting late, not following program schedule) at the activities.
 - Record observations and action taken on CIT Rounds Clipboard.
- 12:45 pm Waiters Bell
- 1:00 pm Lunch
- 1:30 pm Announcements
- 1:35 -2:30 pm Rest Period
- 2:30 pm - 4:00 pm General Swim
 - Attend General Swim, lifeguarding or assisting guards, meeting with CITs as needed, interacting with campers, and encouraging CITs to do the same.
- 4:00 - 6:00 pm Leadership Lessons and Projects
 - Conduct leadership lessons and facilitate projects per CIT Leadership Program Manual.
- 5:45 pm Waiters Bell
- 6:00 pm Dinner
- 6:30 pm Announcements
- 6:35 -7:00 pm Free Time/Evening Activity Prep
 - Assist with Evening Activity setup and prep when assigned to do so.
- 7:00 - 8:05 pm Evening Activity/Planning Period
 - During Evening Activity, prepare for the evening CIT meeting and Candle Pass.
 - Use this time to prepare for upcoming lessons, projects, and activities if possible.

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- CITs participate in Evening Activity and Friendship Circle.
- Friendship Circle
 - Join the camp to participate in Friendship Circle.
 - Walk with CITs to Kenly Hall.
- 8:10 - 9:00 pm CIT Meeting and Candle Pass
 - Lead CIT meeting and Candle Pass in Kenly Hall or elsewhere on camp.
- 9:00 pm Cabin Candle Pass
 - Usher CITs back to their cabins for Cabin Candle Pass.
 - Use this time to prepare for upcoming lessons, projects, and activities.
 - If on Night Duty (ND), prepare for duty and collect ND clipboard and walkie.
- 9:15 pm Lights Out
- 9:30 - 11:30 pm Night Duty or Staff Free Time, as assigned

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