



**Camp  
Quinebarrge**

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

## **Job Description**

### **Facilities Assistant**

Classification: Exempt (Seasonal)

Area: Facilities

Reports to: Facilities Director

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.

### **Facilities Assistant**

Under the direction of the Facilities Director, assist in the maintenance and repair of the camp's buildings, grounds, equipment and other facilities consistent with the mission and established policies and procedures of the camp. There is a mix of cleaning, landscaping, and other maintenance duties. If all duties are finished in a timely and satisfactory manner, evenings until 11:30 pm are Free Time, except on Duracell Nights or if an emergency occurs.

While this position does focus on facilities maintenance, it does not mean that a Facilities Assistant is isolated from campers. All staff and campers eat meals together, and spend time at camp fires, special programs, and offsite trips. Whether staff are counselors, administrative, or support staff, we are all here for the kids. Facilities Assistants live in staff housing with other staff of the same gender.

### **Job Duties**

- Cleaning restrooms and showers.
- General maintenance and janitorial duties such as sweeping and mopping.
- Daily cleaning of Dining Hall, including:
  - Sweeping and mopping dining rooms, and
  - Cleaning restrooms.
- Landscaping and grounds care:
  - Picking up sticks,
  - Raking,
  - Blowing leaves,

## **Camp Quinebarrge**

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

100 Sibley Road, Moultonborough, NH 03254

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



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- Weed-whacking, etc.
- Trash removal.
- Painting and scraping old paint.
- Assisting in the repairs of buildings and facilities, including plumbing and electrical.
- Heavy Lifting.
- Work involving climbing ladders.
- Performing all duties in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
- Remaining on-call in case of emergency and other duties as they arise.

## **Equipment Used**

- Rakes, shovels, and other manual tools.
- Leaf blowers, weed-whackers, and other mechanical tools .
- Cleaning products, brooms, and mops.
- Golf cart, pick-up truck.
- Ladders.

## **Qualifications and Abilities**

- Experience in cleaning, facilities/maintenance or training in the same.
- Able to perform physical aspects of the position, including:
  - Work long hours.
  - 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).
  - Lift 50 pounds.
- 18 years of age as of the start of employment and eligible for work in the United States.
- 21+ with valid Driver's License 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.
- Desire to work around 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. Support staff get one 12-hour day off during Traditions training, and one 24-hour day off per week thereafter, except during camper week 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
- 8:00 am Breakfast
- 8:30 - 11:00 am Cleaning
  - Cleaning Wash House, Shower House, and Dining Hall bathrooms.
  - Sweep basketball court.
- 11:00 - 1:00 pm General Maintenance
  - Tasks listed under Job Duties or other jobs, as assigned.
- 1:00 pm Lunch
- 1:30 - 6:00 pm General Maintenance
- 6:00 pm Dinner
- 6:30 - 11:30 pm Free Time
  - Finish up any urgent projects.
  - On call in case of emergency.
  - May join in Evening Activity or use this as free time.

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