



**Camp
Quinebarrge**

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

Job Description

Head Counselor

Classification: Exempt (Seasonal)

Area: Senior Staff

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.

Head Counselor

Head Counselors work together to oversee the cabin areas and staff. The position entails spending time with cabin groups, ensuring that they bond and create lasting memories and friendships, organizing cabin trips and activities, and resolving disciplinary issues. Further duties include cabin staff supervision, evening Admin Duty, staff scheduling, and working to create an amazing experience for the entire camp community. Head Counselors are referred to as HC's throughout this document.

Job Duties

- Attend administrative staff meetings.
- Attend, lead and/or contribute to general staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
 - Conduct performance reviews in conjunction with other Senior Staff and meet with staff regarding their reviews.
- Work as a team to supervise counselors and support staff, ensuring a robust, well-run program.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.

Camp Quinebarrge

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

100 Sibley Road, Moultonborough, NH 03254

603-253-6029 | fun@campquinebarrge.com | www.campquinebarrge.com



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- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other activities and camp functions.
- Assist cabin staff with issues they may be facing with campers or themselves.
- Ensure each camper is having a positive experience, making friends, and adjusting well to overnight camp life.
- Manage any disciplinary issues facing campers or CITs.
- Provide ongoing program support and ideas to counseling and activity area staff.
- Schedule staff time off, Night Duty, and campouts with input from and approval by the Camp Director, ensuring proper coverage of activities and cabins.
- Perform other duties as they arise, including but not limited to taking photographs, filling in for activity counselors, liaising with parents, attending trips, running errands, and helping with any organizational work.
- Assist in leading the camp during the Directors' absence.
- Assist with evening Admin Duty.

Equipment used includes activity equipment such as sports, crafts, and waterfront equipment; office supplies and equipment including a computer; digital camera; and other equipment as the need arises.

Qualifications and Abilities

- Experience in an administrative or supervisory role in a similar environment.
- Experience in the development and delivery of programs and 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 Quinebarge CIT Leadership Program.
- Certification in First Aid and CPR, at a minimum. These may be obtained onsite during staff training.
- Other certifications a plus (Lifeguarding, High Ropes/Wall, Wilderness First Aid).

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- 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 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 Quinebarrge, please visit campquinebarrge.com/staff.

Working at Camp Quinebarrge 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 Quinebarrge 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
 - Ensure that all cabins are awake and getting ready.
 - Encourage waiters out of cabins and to Dining Hall.
 - One member of Senior Staff supervises waiters and assists them if needed.
- 8:00 am Breakfast
 - Executive Director or Camp Directors oversee the meal.
 - During the meal, Senior Staff hold a meeting at the table.
- 8:30 am Announcements
 - One member of Senior Staff makes the morning announcements.
 - Senior Staff usher campers and counselors back to cabins for Cabin Cleanup.
- 8:30 - 9:00 am Cabin Cleanup
 - Visit cabins during Cabin Cleanup to ensure that everyone is on task.
- 9:00 - 1:00 pm Activity Periods
 - Split time between activity rounds, cabin inspection, office work, problem solving, event prep, and errands such as the mail run, as scheduled.
 - A member of Senior Staff visits every activity, every hour to observe the following:
 - All staff are actively working/running the prescribed activity.
 - All campers are actively participating.
 - Activity begins on time and follows the programming schedule.
 - Staff are coached and corrected as necessary.
 - Observations and corrections noted on Rounds Clipboard.
 - One member of Senior Staff checks in with each activity to ensure all campers are accounted for each hour.
- 12:45 pm Waiters Bell
- 1:00 pm Lunch
- 1:30 pm Announcements
- 1:35 -2:30 pm Rest Period
 - Check in with each cabin.
 - Ensure that cabins camping out that night prepare and bring their supplies to the tents.
- 2:30 pm - 4:00 pm General Swim
 - Interact with campers at the Waterfront, prep for events, or meet with staff.
- 4:00 - 5:30 pm Activity Period
 - Activity rounds.

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- 5:30 - 5:45 pm Free Time and Quinebarge World Championship
 - Help with QWC or meet with campers or staff.
- 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 prep or do office work.
- 7:00 - 8:05 pm Evening Activity
 - Assist or participate as directed.
- 8:05 pm Friendship Circle
 - Participate enthusiastically and ensure that campers and staff do the same.
- 8:10 - 9:00 pm Shower Hour
 - Girls' HC visits each cabin to ensure that shower hour is going smoothly.
 - Boys' HC supervises shower hour and ensures that cabins rotate through the Shower House and Wash House properly.
- 9:00 pm Candle Pass
 - Visit and participate in a couple cabin Candle Pass'es.
- 9:15 pm Lights Out
 - Visit each cabins to check in, say goodnight and ensure that lights are out.
 - HC brings Night Duty Counselor checklist.
- 9:30 - 11:30 pm Night Duty and Admin Duty; Staff Free Time

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