



**Camp
Quinebarrge**

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

Job Description Program Director

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.

Program Director

A member of the Senior Staff Leadership Team, the purpose of the Program Director(s) is to further the mission of the camp through the planning and delivery of program activities and events; design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities; and assist in the management of the overall camp operation at the direction of the camp director.

Program Director Job Functions

- Deliver a fun program to campers and CITs.
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Supervise and evaluate activity counselors to develop and implement all facets of camp program activities.
- Develop and implement schedules and records for all areas of camp program and facilities.
- Assist with the implementation of the CIT Leadership Program.

Camp Quinebarrge

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

100 Sibley Road, Moultonborough, NH 03254

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- Responsible for all scheduling, including helping campers select and sign up for their activities weekly and posting/distributing schedules weekly. This includes coordinating with the Waterfront Director on swim times.
- Responsible for scheduling, organizing and executing Evening Activities, Camp Fires, Nightly Cabin Sleep Outs, Candle Pass subjects, Special Activities, Color Wars, Monkeytown
- Ensure daily activities are well-run, staff are engaged with the campers, activity areas are cleaned daily or hourly, activities are running on time and implementing the agreed upon activities.
- Schedule staff days off, ensuring activities and cabins maintain adequate coverage.
- Should be constantly visiting each activity area (hourly) and providing feedback, supervision and mentoring to the staff ensuring a smooth operation.
- Meet with activity staff weekly to discuss and agree to the next week's schedule (arts and crafts projects, horseback riding trail days, field sports, etc.).
- 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 staff.
- Manage daily cabin inspection.
- Meet with staff (weekly, bi weekly) to provide feedback and review staff performance, strengths and areas for improvement.

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

Other Job Duties:

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.

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- Assist with evening Admin Duty.

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).
 - Possess strength and endurance required to maintain constant supervision of campers.
- 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. 2 year of college/university or completion of the Quinebarrge 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 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. Staff 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 Quinebarrge, please visit campquinebarrge.com/staff.

Being a camp counselor 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
 - Print and distribute Tom-Tom newsletter.
- 8:00 am Breakfast
 - One member of Senior Staff makes the morning announcements.
 - Senior Staff usher campers and counselors back to cabins for Cabin Cleanup.
- 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
- 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
- 2:30 pm - 4:00 pm General Swim
 - Final Evening Activity Setup and Quinebarge World Championship Setup.
- 4:00 - 5:30 pm Activity Period
- 5:30 - 6:00 pm Free Time and Quinebarge World Championship
 - Run the QWC.
- 5:45 pm Waiters Bell
- 6:00 pm Dinner
- 6:30 pm Announcements
- 6:35 -7:00 pm Evening Activity Prep

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- 7:00 - 8:05 pm Evening Activity
 - Run evening activity .
- 8:05 pm Friendship Circle
 - Participate enthusiastically and ensure that campers and staff do the same.
 - Clean up from Evening Activity.
- 8:10 - 9:00 pm Shower Hour
 - Female PD visits each cabin to ensure that shower hour is going smoothly.
 - Male PD 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.
- 9:10 - 9:30 Prep Period
 - Create the Tom-Tom Newsletter for the following day; update chalkboard.
- 9:30 - 11:30 pm Night Duty and Admin Duty; Staff Free Time

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