



**Camp  
Quinebarge**

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

## **Job Description**

### **Waterfront Director**

Classification: Exempt (Seasonal)

Area: Waterfront

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.

#### **Waterfront Director**

On the Quinebarge waterfront, we offer American Red Cross swim lessons and instructional and recreational boating, as well as tubing and a water trampoline. We strive to teach campers water safety skills that will allow them to safely enjoy the water throughout their lives. At the helm is the Waterfront Director, or WFD, to ensure everything runs smoothly and safely.

Every camper participates in swim lessons on a daily basis, and many are in the water throughout the day for Boating and General Swim. This means that every single camper is on the waterfront at least twice per day. Safety is our #1 priority. The role of the WFD is to maintain a safe environment at all times, including by supervising Waterfront staff and helping to plan and deliver a robust, engaging program.

Our swim lessons follow the American Red Cross Learn-to-Swim format, focusing on Levels 1-6 as well as Junior Lifeguarding for more advanced swimmers. Boating is also very popular, and is a mix of instruction and recreation in both non-motorized personal watercraft and our 25' pontoon boat for tubing. The program includes sailing, canoeing, kayaking, standup paddleboarding, and of course

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tubing. General Swim is a free swim period, during which all waterfront staff, and a few other certified guards, lifeguard the swim areas and trampoline. During these activities, the role of the WFD is to supervise as well as teach or lifeguard. It is very much a hands-on role, rather than acting as a supervisor on the beach. The WFD role is to work directly with campers as much as, if not more than, it is to solely manage staff.

## **Waterfront Job Functions**

- Plan, direct, implement, and supervise safe and fun Swimming and Boating Programs.
- Train, manage, and supervise waterfront staff, including program staff from other activity areas when they are working on the waterfront.
- Ensure safety by supervising Lifeguards and instructors during swim lessons, boating, and General Swim.
- Mentor any CITs assigned to the Waterfront.
- Manage the physical facilities and equipment in the Waterfront area.
- Participate as a member of the staff team to plan, direct, and supervise all-camp programs, special events, overnights, or other activities and camp functions.
- Assist with performance evaluations for Waterfront staff.
- Other duties as they are assigned.

Equipment used includes non-motorized landscaping equipment, motorized and non-motorized watercraft and associated accessories, aquatic rescue equipment, and aquatic equipment such as goggles, kickboards, etc.

## **Cabin Duties**

Waterfront Directors will 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,

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where cabins laugh, sing, tell stories, and become even closer. In the unlikely event that a counselor is assigned to staff housing, she or he 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**

- Current American Red Cross (ARC) Water Safety Instructor certification.
- Current ARC Lifeguard certification. This may be acquired onsite during staff training. Must:
  - Successfully complete online precourse.
  - Swim approximately 500 yards.
  - Tread water for two minutes without using hands or arms.
  - Complete successful timed swim and 'rescue' of 10 pound weight.
  - Dive to a depth of 10-12 feet, collect submerged object, and return to surface.
  - Successfully perform all required skills and pass written exams.
- Valid New Hampshire Commercial Boater's License. May be obtained during staff training.
- Small watercraft safety or instructor certification and documented sailing experience a plus.
- 8 or more weeks in prior experience in aquatics management, preferably in a summer camp or lake-front setting.
- Able to perform physical aspects of the position, including:
  - Work long hours in an active Waterfront 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+ years of age as of the start of employment and eligible for work in the United States.

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- 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.
- Other certifications a plus (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. You 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. You 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](http://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
  - 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
  - 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 Cleanup
  - Oversee cleanup and coach campers through their chores.
- 9:00 - 1:00 pm Activity Periods
  - Four 1-hour periods during which both swim lessons and boating run.
  - Teach swim lessons, lead boating, or lifeguard lessons while supervising staff.
- 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.
  - Make sure all campers and yourself are changed into swimwear before the bell at 2:30.
  - If your co-counselor is with the cabin, leave at most 5 minutes early to unlock the boathouse, set up backboard and Buddy Board, and bring out guard tubes.
  - Otherwise, travel as a group to the Waterfront when the bell rings.
- 2:30 pm - 4:00 pm General Swim
  - Lifeguard and supervise staff, per all Waterfront procedures, including Buddy Checks.
- 4:00 - 5:30 pm Activity Period
  - Lead the activity and/or supervise staff.
- 5:30 - 6:00 pm Free Time and Quinebarge World Championship
  - Supervise and socialize with campers in cabin area or center of camp.
- 5:45 pm Waiters Bell

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- 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
  - 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 ready for showers and wash house. Cabins rotate through these from youngest to oldest.
    - Physically go with the cabin to the shower house and wash house, then return to the cabin.
    - Supervise campers from outside the shower house to keep them on schedule and on task.
  - 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 to help them along.
  - 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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