

## Camp Director

<b>Position:</b>	Camp Director	<b>Applications Due:</b>	<b>Oct. 22, 2021</b>
<b>Location:</b>	Moultonborough, NH	<b>Reports to:</b>	Executive Director(s)
<b>Camp Type:</b>	Residential, Co-ed, Traditional	<b>Status:</b>	Year round
		<b>Salary:</b>	\$60,000-75,000

### Camp Quinebarge

Camp Quinebarge is a traditional, overnight co-ed summer camp lying on 65 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 grow, and make friendships that last a lifetime.

The Camp Director will join our existing director to co-equally manage all aspects of the camp's operations and leadership, including camper recruitment, staff hiring, training and supervision, program development and implementation, and finance and administration. Director will report to the Executive Director, a Camp Quinebarge alum, who will assist Directors with strategy, philosophy, and overall camp direction.

### Key Areas

#### Camper

- ensuring the overall health, happiness and well being of campers during the summer, with a focus on their mental and physical health, fun and making friendships
- retaining and recruiting new campers during the offseason through web host meetings, in-person meetings with families, community outreach and other sources
- develop online and print marketing materials

#### Staff Hiring, Training and Supervision/Mentoring

- responsible for assembling a quality, responsible staff
- preparing the staff with essential information about camp and camp life prior to camp
- developing and implementing a successful Staff Week that ensures responsibility, builds team work, and enhances morale and excitement
- oversees staff throughout the summer, serving as a mentor to the staff on a daily basis, helping young professionals constantly improve in their positions, and disciplining staff as necessary

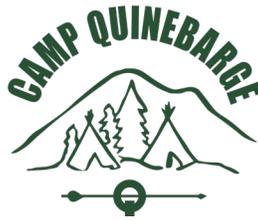
#### Camp Program, Culture and Other Responsibilities

- implement our long-standing camp program, schedule, traditions, and general way of life
- improve the program, making it more robust and effective and adding new elements
- set and supervise camp schedule, rules, discipline, office procedures
- develop strategies to increase camper and staff participation and enthusiasm for activities
- ensure thorough staff and camper opening and closing procedures
- oversee the kitchen, facilities, and health centers of camp
- ensure all programs meet ACA, NH and federal requirements

### Camp Quinebarge

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

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



The Camp Directors are responsible for the myriad financial and administrative requirements of operating a camp, including record keeping, ACA and state of NH requirements, parent questions and concerns, financial issues, etc.

### **Summer**

The Directors live at camp from approximately May 15 until the end of our event season. The Director must meet the physical requirements of the position including long hours and the ability to walk around camp consistently throughout the day, light lifting, and the ability to act calmly and professionally in a fast paced outdoor and office environment.

### **Fall-Winter-Spring**

During the off-season, the Director is expected to manage the business of the camp including the administrative functions, recruiting, staffing, program development, etc. The Director will develop marketing materials, update the website, manage our active social media, reach out to recruiting partners, etc. The Director will maintain contact with parents, campers and staff throughout the year and will set up Quine-parties and other recruiting activities. The Director will perform these functions offsite. The Director will also assist with booking and hosting numerous off-season events.

### **Qualifications**

- 7+ years working with children in a camp as an assistant director or director or school setting with both administrative and programming responsibilities
- MA degree in education, childhood development or a related field preferred
- Substantial experience in program development and implementation, recruiting, staff hiring and training, working with youth, young adults, and families
- A love for summer camp, an enthusiasm for helping children, and the energy necessary to motivate and lead both campers and staff
- Creativity to develop a robust program with fresh ideas
- Proactive manager, someone who will be in the field, willing and eager to take on difficult tasks, constantly mentor young adults, counsel campers and advise parents
- Superior communications skills, ability to make difficult tasks fun and exciting
- Must be self-starter, able to work independently, a strong leader with exceptional organizational skills, ability to delegate tasks to staff
- Eligible for summer camp employment under ACA standards and the state of NH
- Located in New England, Boston area preferred
- Must be fully vaccinated against Covid-19

Camp Quinebarge offers a competitive salary, benefits and revenue sharing and a wonderful work environment and camp community. Quinebarge is an Equal Opportunity Employer.

Please send a resume, cover letter and other materials to [eric@campquinebarge.com](mailto:eric@campquinebarge.com) by October 22, 2021. Use Subject: Director – YOUR NAME

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