



**Camp  
Quinebarge**

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

## **Job Description**

### **Operations Manager**

Classification: Exempt (Seasonal)

Area: Senior Staff

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.

#### **Operations Manager**

Operations Manager is a key position at Camp Quinebarge. As the Operations Manager you will ensure the functions of camp have the supplies and equipment they need to run smoothly. In this time of supply chain issues, the Operations Manager will work with the Kitchen, Facilities, and Programs, to look ahead to procure and store what they need to do their jobs. In many cases, this may mean going to stores to pick up supplies, which may occur daily, but will also mean working with the Cook, the Facilities Manager, and the Program Director to create and manage a system so that supplies are purchased in advance, limiting daily store runs.

Given that our daily and special activities require supply management and scheduling, the Operations Manager will also work with the Program Director to handle administrative tasks that make Programs easier to implement and communicate to the campers and staff.

The Operations Manager must be 21 or over and have a driver's license.

#### **Operations Manager Job Functions**

- Assist in the management and care of the physical facilities and equipment in all program areas.
- Create and carry out procurement systems to ensure the smooth operation of camp by working with the Facilities Director and Program Director.
- Work with the Cook to get items that regular food orders cannot provide.
- Coordinate with the Program Director to order all supplies necessary for all activities, including Evening Activities and special activities at least one week in advance.

**Camp Quinebarge**

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

100 Sibley Road, Moultonborough, NH 03254

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



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- Assess when supply chain issues start making procurement more difficult and notify the Directors.
- Pick up supplies, e.g., food, animal feed, art supplies, cleaning supplies, when necessary and as required by the Directors.
- Assist the Program Director on camper scheduling, including helping campers select and sign up for their activities weekly and posting/distributing schedules weekly, as needed. This includes coordinating with the Waterfront Director on swim times.
- Assist the Program Director with scheduling, organizing and executing Evening Activities, Camp Fires, Nightly Cabin Sleep Outs, Candle Pass subjects, Special Activities, Color Wars, Monkeytown, etc., as needed.
- Perform other duties as assigned by the Directors.

Other duties may arise and be assigned by the Directors. 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

- Experience in an administrative or supervisory role.
- Ability to perform physical aspects of the position, including:
  - Working long hours in an active 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).
  - Picking up full boxes of goods, putting them in a vehicle, removing, and shelving them.
- Eligible for work in the United States.
- 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. 1 year of college/university.
- Ability to do online ordering.
- Desire to work with and inspire children in a summer camp environment.

## 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

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performance bonuses. The Operations Manager 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. 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 for the Operations Manager (the timing of your hour off will be based on daily needs and Directors' approval):**

- 7:30 am Wakeup Bell
- 7:45 am Waiters Bell
  - Waiters go to the Dining Hall.
- 8:55 am Staff and campers to the Dining Hall for breakfast
- 8:00 am Breakfast
  - Check messages in the office before sitting for 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 Clean up
- 9:00 - 1:00 pm Activity Periods
  - Run the day to day operations of the office.
- 12:45 pm Waiters Bell
  - Waiters to the Dining Hall.
- 1:00 pm Lunch
- 1:30 pm Announcements
- 1:35 -2:30 pm Rest Period
  - Office operations.
- 2:30 pm - 4:00 pm General Swim
  - Office operations.
- 4:00 - 5:30 pm Activity Period
  - Office operations.
- 5:30 - 6:00 pm Free Time and Quinebarge World Championship
- 5:45 pm Waiters Bell
- 6:00 pm Dinner
- 6:30 pm Announcements
- 6:35 -7:00 pm Free Time/Evening Activity Prep
  - Help with prep if needed.
- 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.

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- 8:10 - 9:00 pm Shower Hour
  - Finishing up operations needs, prepare for the next day.
- 9:00 pm Candle Pass
  - Continue above.
- 9:15 pm Lights Out
- 9:30 - 11:30 pm Admin Duty or Free Time, per schedule

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