



**Camp  
Quinebarge**

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

## **Job Description**

### **Facilities Director**

Classification: Hourly or Exempt (Seasonal)

Area: Facilities

Dates: Memorial Day to Labor Day 2023, approx.

Optional: Room and board available

Reports to: Camp Directors

Supervises: Facilities Assistants

Salary: \$12,000-\$14,000

### **Camp Quinebarge**

Camp Quinebarge is a traditional, overnight children's summer camp 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.

### **Facilities Director**

Camp Quinebarge's physical setting is an inherent part of our campers' summer experience. We provide a safe environment that harkens back to a simpler time and that allows campers and staff alike to enjoy crafts, activities, sports amidst and involving the beauty of the woodlands.

The Facilities Director is responsible for the maintenance and repair of the camp's buildings, grounds, equipment, and other facilities consistent with the mission and established policies and procedures of the camp. This includes directly supervising two seasonal maintenance staff, who roughly work early June to late August. The Facility Director will ensure their staff are delegated to daily tasks and projects.

The Facilities Director will be a seasonal employee of Camp Quinebarge, preparing the camp for staff, campers, and code inspection, from late May until camp's opening on June 25. Once campers arrive, the position will consist of high-level maintenance and repairs and supervision of the day-to-day duties of the Facilities Assistants. From the end of camp on August 19 until early September, the Facilities Director will do the work necessary to close the camp down and prepare the grounds and buildings for next season. Depending upon camp needs, there may be additional opportunities for construction work in the off-season.

**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)**



# Camp Quinebarge

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

## Job Duties

- Pre-camp (there may be a Facilities Assistant to help starting in June):
  - Plumbing:
    - Turn on camp water safely to all sections/buildings of camp
    - Inspect pipes, toilets, sinks, etc.
    - Sanitize wells and test water
    - Turn on hot water heaters
    - Check septic
  - General Cleaning and Maintenance:
    - Painting
    - Organize full cleaning of cabins, shower house, and wash house
    - Blow out walk-in coolers and freezer
    - Clean and organize mop room
    - Clean out washer and dryer
    - Sweep, mop, and urethane Dining Hall floor, restore butcher block
  - Waterfront:
    - Install docks
    - Move boats and equipment to waterfront
  - Landscaping:
    - Mowing, weed whacking, clearing leaves, dead tree limbs, and sticks
  - Other duties, as necessary
- During Camp:
  - Plumbing:
    - Repairs as necessary
    - Test water monthly and sanitize as necessary
  - Electrical:
    - Simple repairs and installation of lights, switches, etc.
    - Oversee higher level repairs that require an electrician
  - Building repairs, as needed
  - Supervise Daily Duties of Facilities Assistants:
    - Daily cleaning of cabins, shower house, wash house, and 3 bathrooms

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)



# Camp Quinebarge

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

- Trash and recycling collection
- Landscaping
- Simple maintenance and repairs – screens, toilets, etc.
- Assist with stables and horse ring, as needed
- Other duties, as necessary
- Post-camp (there may be a Facilities Assistant to help):
  - Plumbing:
    - Empty water and turn off water to all sections and buildings of camp
    - Winterize pipes
    - Turn off septic
    - Shut down dishwasher and ice maker
  - Kitchen:
    - Disassemble Ansul system
    - Turn propane off
    - Move weather sensitive supplies and equipment to walk-ins
  - Landscaping:
    - Clean up, mowing
  - Waterfront:
    - Take down docks
    - Assist with storage of boats and inflatables.
  - Other duties, as necessary
- All duties are to be performed in accordance with prescribed regulatory compliance guidelines, including local, state and federal guidelines as well as American Camp Association accreditation standards.
- The Facilities Director must remain on-call in case of emergency and other duties as they arise.

## Equipment Used

- Power tools, including drills, chain saws, and woodworking tools
- Rakes, shovels, and other manual tools.
- Leaf blowers, weed-whackers, and other mechanical tools .
- Cleaning products, brooms, and mops.

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)



# Camp Quinebarge

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

- Golf cart, pick-up truck.
- Ladders.

## Qualifications and Abilities

- 3+ years of experience in facilities/maintenance.
- Able to perform physical aspects of the position, including:
  - Identify and respond to environmental and other hazards.
  - Lift 50 pounds.
  - Climb ladders.
- 21+ with valid Driver's License required.
- Meet state, federal, and ACA requirements for summer camp employment. Must pass a background check and provide other forms and details.
- Desire to work around and inspire children in a summer camp environment.

## Salary and Benefits

Camp Quinebarge offers a competitive salary, room and board (if desired), and weekly laundry. The Facilities Director will work full time for the first and last week and average 20-25 hours per week for the remainder on a schedule coordinated with the Directors, weekly hours may skew higher if room and board are included.

## How to Apply

To apply for this or other positions at Camp Quinebarge, please visit [campquinebarge.com/staff](http://campquinebarge.com/staff).

Working 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.

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)