



CONTRACT POSITION: Camp Director

INFORMATION

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Juneau and/or Ketchikan, AK
Application Deadline:	Applications will be accepted and processed on a rolling basis.

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking individuals to serve as Camp Directors for the Voices on the Land Spring Break/Summer Camps. The Camp Director will be the main point of contact to plan and coordinate the camp. Individuals are eligible to direct one Summer and/or one Spring Break Camp:

Spring Break Camp – Ketchikan, AK (March 10-14, 2025)

Spring Break Camp – Juneau, AK (March 24-28, 2025)

Summer Virtual Camp – (Summer 2025)

Summer In Person Camp – Juneau, AK (Summer 2025)

SCOPE OF WORK

Prior to Camp:

1. Meets with the Program Manager and Coordinator on a biweekly basis.
2. Facilitates Instructional Team to plan arts intensive camp curriculum, based on culture, language and literacy, during pre-camp meetings.
3. Work with the Instructional Team to determine schedule.
4. Facilitates pre-planning orientation meeting and set up with all staff at designated site.
5. Works with the Instructional Team to set rules, expectations, and procedures.
6. Works with Program Manager and Coordinator to communicate with families regarding admission status, and confirm mailing, physical address, and other contact information.

During Camp:

1. Facilitates the Instructional Team to implement daily activities and lessons.
2. Provides support and guidance to Interns.
3. Serves as a point of contact for family communication.
4. Communicates with Community Schools or other building faculty to ensure daily access and lock-up.
5. Works with the Instructional Team to set clear expectations.
6. Conducts daily check-ins to debrief with staff, address behavioral needs and prepare for the next day.
7. Supports and delivers daily activities and lessons as needed.
8. Works with Instructional Team to plan and coordinate a culminating showcase.
9. Works with the Program Manager and Evaluator to ensure all surveys, observations, and interviews needed are complete.
10. Accessible by phone whenever possible.

After Camp:

1. Oversees the camp breakdown and clean-up, alongside Instructors and Interns.
2. Facilitates a post camp meeting to gather staff feedback.
3. Collects information for grant reporting.

REQUIRED SKILLS

- Excellent leadership, communication, and organizational skills.
- Demonstrated effective verbal and interpersonal communication skills.
- Proficient in computer applications, including word processors, virtual meeting spaces, and collaborative document platforms.

PROJECT/CONTRACTOR TIMELINE

The selected Camp Director is expected to commit to the Project as specified by the grant program.

NECESSARY KNOWLEDGE & EXPERIENCE

- Experience coordinating camps or other events.
- Knowledge of Alaska Native culture and education.



To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: three references from others who have worked with the person on projects like this, outline of contractor's experience as it relates to this work.

If you have any questions regarding this contract position, please contact If you have any questions regarding this contract opportunity, please contact Danielle Hass, Voices on the Land Program Manager - danielle.hass@sealaska.com

