



SHI Summer Camps – Summer 2025

Contract Position: Middle School Day Camp Director (Hoonah)

Sealaska Heritage Institute (SHI) is looking for someone to work on a short-term contract as a Day Camp Director for our Middle School STEAM Academy in Hoonah, Alaska. The contract would go from **March 2025 to August 2025** and requires the availability below:

- Middle School STEAM Academy (6-8 grade) in Hoonah
 - Early to mid-June

The Middle School STEAM Academy is a 5-day camp for students in grades 6-8 to interact with both Western and Indigenous ways of knowing, combining both classroom instruction and field research. The Day Camp Director will be responsible for daily coordination, including oversight of schedule and communication with camp staff and families of students. Furthermore, the Day Camp Director would be helping to ensure students safety, well-being, and content understanding. Duties include conducting daily check-ins with staff, assisting in hands-on, culturally relevant lessons, being the lead mentor for direct student support and daily planning with Summer Academy staff.

The Day Camp Director is expected to work closely with Camp staff, Camp Coordinator, and Summer Programs Coordinator. The Day Camp Director is expected to help organize camp scheduling and activities beginning in March. Additionally, the Day Camp Director will have to complete required trainings, which include, but are not limited to: SHI camp director training, mandatory reporter training, and sexual abuse prevention training. The total pre-camp preparation would not exceed 20 hours from March to June. The selected candidate will have experience working with youth, engaging communication skills, and confidence in problem solving.

Responsibilities:

The Day Camp Director must be available to stay the entirety of Camp (early to mid-June) from the hours of **8 a.m.– 5 p.m.**

Prior to camp start

- Work closely with the SHI staff, meeting weekly until camp start; either 30 minutes to an 1 hour depending on topics discussed
- Consult on best practices for integrating curriculum
- Review camp schedule
- Participate in a camp director-specific camp training with other camp directors
- Collaborate with SHI staff on camp staff training, camper support services, and generally how to make camp a more inclusive and conducive learning environment for all students

During camp

- Work with SHI staff and camp coordinator to ensure execution of schedule in a timely manner
- Have regular communication with students' families, updating them on the daily schedule
- Have regular communication with SHI staff, the camp director, and camp staff
- Oversee scheduling shifts; being adaptive to unforeseen changes that may rise due to weather, etc.
- Address any student behavioral concerns or conflicts
- With SHI staff, discern when it is appropriate to call legal or medical professionals
- Call families if necessary

After camp

- Make note of any final camp files
- Report any final notes/incidents that occurred at camp

Competencies Needed:

- Knowledge of Southeast Alaska Native culture and Southeast Alaska Native communities, specifically Hoonah
- Experience and interest in working with youth
- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to coordinate activities with attention to detail
- Previous experience working with youth

Regular responsibilities:

- Fulfill summer staff training requirements prior to camp start date
- Assist in facilitating a welcoming and supportive camp environment
- Coordinate between instructors, camp counselors and SHI staff
- Provide direct support to campers and staff during transition times between scheduled activities
- Regularly communicate with camp staff about student progress
- Other duties as assigned

Work Environment:

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. This may also include activities such as hiking, swimming, and canoeing. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

Supervisory Responsibility:

This position is the primary supervisor for Middle School STEAM Academy Day camp counselors,

instructors, and cultural specialists.

Compensation:

This position will pay \$50 per hour including hours spent in training, planning meetings, and during camp.

Other:

There is an identical position open for our High School STEAM Academy, as well. The dates for the High School STEAM Academy (9-12 grade) are July 21 – July 30, 2025, at UAS in Juneau. If the applicant is interested, there is an option to apply for BOTH Middle School and High School STEAM Academies as the Day Camp Director. If you would like to pursue this route, please make this known in your initial application.

To Apply:

Please fill out the following form: <https://wkf.ms/46O29WE>. If you have questions about the position, please email **Maddie Henson** at maddie.henson@sealaska.com or call (907) 586-9210.