



SHI Summer Camps – Summer 2025

Contract Position: Camp Coordinator (Juneau)

Sealaska Heritage Institute (SHI) is looking for someone to work on a long-term contract as a Camp Coordinator for our Middle School STEAM Academy in Juneau, Alaska. The contract would go from **December 2024 to July 7th, 2025** and requires the availability below:

- Middle School STEAM Academy (6-8 grade) in Juneau
 - 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 Camp Coordinator will be responsible for the daily coordination, including oversight of schedule and communication with camp staff and families of students. Furthermore, the Camp Coordinator would be helping prepare and execute a camp plan, along with the help of SHI staff and the Camp Director.

The Camp Coordinator is expected to work closely with the camp director, camp staff, and SHI staff on preparing and executing a successful camp. The Camp Coordinator is expected to help organize camp scheduling and activities beginning in December 2024. Additionally, the Camp Coordinator 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 40 hours from December to March. Hours during camp would be 50 hours. Total working hours would not exceed 90 hours. The selected candidate will have experience working with youth, engaging communication skills, and confidence in problem solving.

Responsibilities:

The Camp Coordinator 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

- Advises on appropriate event space(s) for camp
- Work closely with the SHI staff, meeting weekly until camp start; either 30 minutes to an 1 hour depending on topics discussed
- Consults on local spaces, landmarks, and points of interest that could be relevant to the curriculum
- Recommends cultural specialists or other local educators to be involved in camp/organizing
- Consult on best practices for integrating curriculum
- Help produce a list of items needed for the classroom and food/beverages

- Plan and run a family night that helps register students in the community into the camp
- Review camp schedule
- Brainstorm ground transportation methods if needed
- Assist in the planning of a final “Family Night” banquet

During camp

- Work with SHI staff and camp director to ensure execution of schedule in a timely manner
- Ensure students and teachers have all supplies necessary for a successful camp
- Assist in coordinating daily pick-up and drop-off of students
- Be at camp site to assist in grabbing any last-minute items that may be necessary
- Have regular communication with SHI staff, the camp director, and camp staff

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 Juneau
- 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:

- Check in with SHI staff contact frequently
- Fulfill summer staff training requirements prior to camp start date
- Assist in facilitating a welcoming and supportive camp environment
- Coordinate space rentals
- 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 mainly office work in phone calls in the beginning, and then becomes very active as camp nears. The position will then require standing, walking, bending, kneeling, stooping, crouching, and climbing for long stretches of the 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 has no supervisory responsibilities. The Camp Director and SHI Staff will share a majority of the supervisory role.

Compensation:

This position will pay \$35 per hour including hours spent in training, planning meetings, and during camp.

Other:

None.

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.