



SHI Summer Camps – Summer 2025

Contract Position: Day Camp Counselor (Prince of Wales)

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

- Middle School STEAM Academy (6-8 grade) in Prince of Wales
 - 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 Counselor will be responsible for assisting staff with classroom and field activities and supporting approximately 10 youth summer campers. Furthermore, the Day Camp Counselor would be helping to ensure students safety, well-being, and cultural understanding of material.

The Day Camp Counselor is expected to work closely with the Day Camp Director, Camp Coordinator, and Summer Programs Coordinator. The Day Camp Counselor is expected to assist in setting up for the camp, support, and work with students throughout the camp, and assist with clean up after camp completion. In addition, you will be able to supervise youth ages 10-14 ensuring their safety, development, skill-achievement, and general well-being. Additionally, the Day Camp Counselor will have to complete required trainings, which include, but are not limited to: Restorative Practices, 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 Counselor 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

- Complete and pass a background check
- Become driver certified through SHI's driver certification program
- Complete all required trainings (can be done virtually)

During camp

- Overseeing campers; assisting teachers in classroom
- Ensuring campers are behaving, especially camper to camper
- Create a fun and welcoming environment for all

- Escort students to meals and planned activities
- Accompany students on trips and outings
- Intervene in potential incidents when appropriate; follow reporting procedures and chain of command

After camp

- Give any feedback necessary
- Report any final notes/incidents that occurred at camp

Competencies Needed:

- Knowledge of Southeast Alaska Native culture and Southeast Alaska Native communities, specifically Prince of Wales
- 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
- 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. We will also be working with animal hides, meat, and carcasses. 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 will not have supervisory responsibilities.

Compensation:

This position will pay \$25 per hour including hours spent in training, planning meetings, and during camp.

Other:

There are two openings for this position to be filled.

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.