



CONTRACT POSITION: Children's Activity Coordinator

INFORMATION

Department:	Education TCLL
Location of Work:	Juneau, AK
Application Deadline:	May 1, 2025

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is sponsoring a Tlingit language immersion retreat for teachers and staff of the Tlingit Culture, Language & Literacy (TCLL) Program in partnership with the Juneau School District. SHI will host the TCLL team and other Tlingit language educators, elders, staff and parents at an overnight, multi-day event to help educators develop higher levels of Tlingit language fluency. During the immersion, adult language learners, elders and speakers will have organized games and activities to foster language learning. Children of the adult speakers will need supervision and ways to stay engaged while at the camp.

SCOPE OF WORK

Plan, organize, prepare, and implement up to five cultural or place-based activities with a group of children with a wide, and unknown variety in ages. Each activity should take 60-90 minutes to implement. Coordinators are responsible for the safety and supervision of all children, while setting up, implementing, and cleaning up cultural activities during the immersion event. Coordinators are responsible for overseeing a group of children. Coordinators are responsible for communicating with the Retreat Facilitators and Program Manager the plans for each activity, safety rules, groupings of children and materials needed.

REQUIRED SKILLS

- Strong Leadership & Group Management
- Outdoor Activity Facilitation
- Ability to maintain child engagement
- Strong time management
- Effective Communication
- Ability to work well on own initiative and within a team

PROJECT/CONTRACTOR TIMELINE

The selected coordinator must be available for the duration of the four-day language immersion program, scheduled for June 1–4, 2025. In addition, the coordinator is expected to work at least

one week prior to the event in collaboration with program staff to assist with planning and preparation for children's activities.

NECESSARY KNOWLEDGE & EXPERIENCE

- Experience working with children of various ages, ideally in group or program settings
- Ability to plan, organize, prepare, and implement place-based activities
- Flexibility to adapt activities to accommodate a wide and unknown range of ages
- Strong organizational skills and ability to manage time and materials effectively
- Experience supervising children in outdoor, cultural, or educational environments
- Current CPR and First Aid certification required
- Teaching experience or background in education preferred

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: a short statement describing your interest in this role.

If you have any questions regarding this contract position, please contact Julia Gregory, Literacy Specialist - julia.gregory@sealaska.com

