



CONTRACT POSITION: Camp Director

INFORMATION

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Southeast Alaska
Application Deadline:	April 2026

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 16-20, 2026)

Spring Break Camp – Juneau, AK (March 23-27, 2026)

Summer Virtual Camp – (July 6-17, 2026)

Summer In Person Camp – Juneau, AK (July 20-31, 2026)

SCOPE OF WORK

Prior to Camp:

1. Meets with the Program Manager and Coordinator on a biweekly basis.
2. During camp meetings, facilitates Instructional Team to plan arts intensive camp curriculum, based on culture, language and literacy.
3. Collaboratively works with the Instructional Team to determine schedule.
4. Facilitates orientation meeting and set up with all staff at camp location.
5. Confirms enrollment status for all students, ensuring accurate student enrollment lists.
6. Works with the Instructional Team to set rules, expectations, and procedures.
7. 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. Encourages a collaborative working culture
3. Provides support and guidance to Interns and Assistants.
4. Serves as a point of contact for family communication.
5. Communicates with building faculty to ensure daily access and lock-up.
6. Works with the Instructional Team to set clear boundaries and expectations for all staff and students, including setting a clear and consistent daily schedule.
7. Conducts daily check-ins to debrief with staff, address behavioral needs and prepare for the next day.
8. Supports and delivers daily activities and lessons as needed.
9. Communicates with teaching staff regarding needs related to community and instruction, and addresses concerns respectfully.
10. Works with Instructional Team to plan and coordinate a culminating showcase.
11. Works with the Program Manager and Evaluator to ensure all surveys, observations, and interviews needed are complete.
12. 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 you on projects like this, outline of your experience as it relates to this work, a short statement describing your interest in this role.

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

