



**CONTRACT POSITION: HS STEAM Academy - Anatomy & Physiology: Camp Director**

**INFORMATION**

Department:	Education STEAM & Post Secondary
Location of Work:	Juneau, AK
Application Deadline:	Rolling Deadline - contract starts March 2026

**OVERVIEW OF TASK/WORK**

The High School STEAM Academy is a camp for students in grades 9-12 to interact with both Western and Indigenous ways of knowing, combining both classroom instruction and field research. This is a 5-day, credit-bearing camp with students being able to obtain a 3-credit university-level environmental science or a .5 high school science credit. The Camp Director will be responsible for daily coordination, including oversight of schedule and communication with camp staff and families of students. Furthermore, the 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 Camp Director is expected to work closely with the Lead Overnight Camp Counselor and Summer Programs Coordinator. The Camp Director is expected to help organize camp scheduling and activities beginning in March. Additionally, the 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 30 hours from March to June. The selected candidate will have experience working with youth, engaging communication skills, and confidence in problem solving.

**SCOPE OF WORK**

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
- Create and 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 the Lead Overnight Camp Counselor, 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 Evening 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

### **REQUIRED SKILLS**

- Experience and interest in working with youth
- Ability to lead, especially during potentially stressful situations
- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to coordinate activities with attention to detail

### **PROJECT/CONTRACTOR TIMELINE**

The contract would go from March 2026 to August 2026 and requires the availability below:

-High School STEAM Academy (9-12 grade)

July 12th – July 17th, 2026 (Camp is July 13th-17th, 2026) – first shift is July 12th, 2026 from 4:00-6:00 PM

July 5th: Staff Training from 9:00 AM-2:00PM

### **NECESSARY KNOWLEDGE & EXPERIENCE**



-Knowledge of Southeast Alaska Native culture and Southeast Alaska Native communities

-Experience and interest in working with youth

**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.

If you have any questions regarding this contract position, please contact Maddie Henson, Senior Project Coordinator - [maddie.henson@sealaskaheritage.com](mailto:maddie.henson@sealaskaheritage.com)

