



# SEALASKA HERITAGE

## Camp Counselor:

### INFORMATION

Department:	Education
Reports to:	STEAM Program Manager
Location:	Juneau, Alaska

### Work:

Contract Position	Daily Rate – depending on experience
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### SUMMARY/OBJECTIVE

Join the Sealaska Heritage Institute (SHI) Team as a summer Camp Counselor! The objective of this position is to provide support to Sealaska Heritage Summer Camp staff and students. If you are interested in Science Education with Indigenous values in mind, this is a great opportunity. Assist SHI staff with various hands-on culturally relevant summer program activities for approximately 40 campers. Duties include setting up camps, supporting and working with students throughout the camps, and cleaning up after camp completion. In addition, you will be able to supervise youth ages 12-19 ensuring their safety, development, skill-achievement, and general well-being. The selected candidate will have; experience working with youth, engaging communication skills, and confidence in problem solving. Developing plans for activities and facilitating activities will be a part of the counselors general duties. Please email a copy of your resume and three references to Brook Cinocco at [brook.cinocco@sealaska.com](mailto:brook.cinocco@sealaska.com) to apply.

### ESSENTIAL FUNCTIONS

1. Be a positive role model for students attending SHI Summer programs
2. Assist in facilitating a welcoming and supportive camp environment
3. Responsible for assisting instructors and guest speakers in execution of camp curriculum
4. Direct attention to students in daily coursework
5. Provide general support to campers and staff during transition times between scheduled activities
6. Regularly communicate with camp staff about student progress



7. Fulfill all staff training requirements
8. Provide general camp support functions, setting up and distributing course materials and engaging in information sharing about the camps.
9. Other Duties as assigned.

### **COMPETENCIES**

- Knowledge of Southeast Alaska Native culture and Southeast Alaska's communities
- Experience and interest working with youth
- Demonstrated effective verbal, written, and interpersonal communication skills
- Demonstrated ability to coordinate activities with attention to detail

### **SUPERVISORY RESPONSIBILITY**

This position will not have supervisory responsibilities.

### **WORK ENVIRONMENT**

This position's duties are performed primarily at the University of Alaska Southeast Campus. Some hours will be spent at the Walter Soboleff Building. This role routinely requires outdoor physical activity such as hiking, swimming, or canoeing. Office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines will also be present.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is highly active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a seasonal position over the summer months with a combination of a daily rate during the Summer Academy and hourly rate for staff trainings. Beginning in April and ending July 30<sup>th</sup> 2023. Contractor is expected to be on site with students daily for the duration of the Sealaska Heritage Summer Academies. This position also requires approximately ten hours of mandatory staff training.



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<b>Time commitment breakdown</b>	
Highschool Science Technology Engineering and Arts Academy (STEAM)	Daily 8:30 AM –5:30 PM June 2-11 <sup>th</sup> 2023
Middle School STEAM	Daily 7:30 AM- 4:30 PM July 20-30 <sup>th</sup> 2023
Staff Orientation	June 1 <sup>st</sup> and July 19 <sup>th</sup> 2023
Staff Training	Ten hours in April

## **TRAVEL**

None to minimal.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma

## **PREFERRED EDUCATION AND EXPERIENCE**

- Training in Culturally responsive education
- Cultural knowledge specific to Southeast Alaska.
- 2 years of professional work in the education or project-related field

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**TO APPLY:** Please email a copy of your resume to Brook Cinocco at [brook.cinocco@sealaska.com](mailto:brook.cinocco@sealaska.com).

