

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 • P.O. Box 418 • Yakutat, Alaska 99689  
Phone (907) 784-3238 • Fax (907) 784-3595 • www.ytttribe.org



## JOB DESCRIPTION

POSITION TITLE: Senior Female Counselor  
SUPERVISOR: Culture Camp Coordinator  
DURATION: July 12-26, 2021  
SALARY: DOE  
OPEN: 6/3/2021 CLOSE: OPEN UNTIL FILLED

## POSITION SUMMARY

The Culture Camp Senior Female Counselor will be responsible for attending planning meetings with the Culture Camp Coordinator, Senior Female Counselor and Junior Counselors prior to the start of camp. Counselors will provide supervision, monitoring, and ensure participation of campers in activities during Culture Camp. Counselors will also assist in implementing planned recreational activities and perform other reasonable duties as assigned and whenever necessary. Counselors will be required to maintain their presence at camp during scheduled times, located at Situk River, for the entire fourteen-day session. The Counselors will also be required to submit a report that evaluates the overall success of the program and areas that could be strengthened.

## DUTIES AND RESPONSIBILITIES

- Meet with Culture Camp Team members prior to the start of camp to discuss and finalize recreational activities and daily schedule for student campers during the fourteen-day Culture Camp
- Maintain attendance during scheduled times for the duration of Culture Camp.
- Assist in facilitating ice breakers with campers.
- Assist in providing orientation to campers regarding camp facilities, rules, schedules, and instructors.
- Review and follow safety procedures with campers. Provide one-on-one counseling with female campers regarding behavior.
- Collaborate with other female counselor and Culture Camp Employees, and volunteers in supervising and assisting female campers with planned activities, including providing one-on-one assistance as needed.
- Ensure rotations of male day campers through activities and workstations.
- Participate in physical activities with campers.
- Provide assistance to Junior Counselor and perform other reasonable tasks as instructed including maintaining clean water for the camp.
- Prepare written reports to inform Camp Staff of exemplary campers, misbehavior, disciplinary actions taken, accidental injuries, daily attendance, contraband items, etc.
- Complete and submit a final report that summarizes camp activities, evaluate what worked well, detail all problems encountered and suggest ways to improve the program.

## QUALIFICATIONS

- Must be 18 years of age or older.
- Must be able to pass a background check (i.e. and must not have been convicted by any jurisdiction for abuse, neglect, or any other crime, including misdemeanors, that would pose a safety or health risk to others).
- Preferably knowledgeable of local plant species.
- Must be comfortable working with kids of all ages.
- Must be willing to obtain the following First Aid/CPR Card, knowledge of how to administer epi-pens, and mandatory reporter training.
- Possession of good communication and organizational skills and the willingness to work as a team member is required.
- Must stay alcohol and drug free at all times during the Culture Camp.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to [hr@ytttribe.org](mailto:hr@ytttribe.org)

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V SECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: M. Knutsen DATE: 6/3/2021

To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people;  
to maximize our social, health & well-being while creating economic development benefits to all tribal members.

