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# Unit Leader Summer Position

## About Sea Turtle Camp

Sea Turtle Camp was founded to offer the opportunity to learn about marine biology through immersive, hands-on, feet-wet experiential education. Our mission is to cultivate a love and respect for the ocean by building confidence and developing character, while inspiring coastal conservation through safety, fun, and learning!

Sea Turtle Camp strives to immerse youth in the field of marine biology and empower them to be proactive and take ownership of their environment; we develop focused, responsible, independent individuals who know how to have fun while being stewards of the ocean. While we can't solve all the world's problems, we know that one person can make a difference, and a camp full of eager knowledge-hungry youth can make a huge difference.

One of our goals is to share our passion for life and teach young adults how to mold that into a selfless, hard working, team of individuals that can recognize problems and work towards solving them. Through our grass roots approach, we strive to show youth a wide variety of possibilities at a time in their life when they have many potential roads to follow. In so doing they will learn about the rewards of selfless giving in their community, gain exposure to other cultures, and experience different career paths.

## Overview

The Unit Leader must provide leadership, guidance, and feedback to all team members, as well as encourage, inspire, and teach both campers and staff. The Unit Leader for Sea Turtle Camp must be a multi-talented individual with a strong desire to provide marine science instruction and be responsible for the day-to-day logistics of camp. Our program attracts academically strong youth applicants that must complete an application process to attend. This position requires the candidate to lead a team of Sea Turtle Camp staff to inspire, instruct, and provide care to a group of 12 students. Applicant must have a passion for marine stewardship and teaching, and inspiring youth. Candidates will work closely with the Site Director, Program Coordinator and the entire WB Surf Camp & Sea Turtle Camp team while living in Topsail Island.

The Unit Leader will be responsible for supervising the implementations of all daily activities and will perform a variety of administrative duties. This role requires a detail oriented team player with the ability to see multiple concurrent tasks through to completion; including, providing logistics and support, coordinating arrival and departure of campers, van driving responsibilities, and preparing and facilitating evening activities. Finally, the Unit Leader must ensure all staff and campers stay safe while having an awesome and life enriching experience. This position reports to the Site Director and Program Coordinator.

## Skills & Qualifications

### Minimum Qualifications

- ❖ BA or BS in marine biology, environmental science, education or related field (or currently pursuing)
- ❖ Must be in excellent physical condition
- ❖ Current certifications or willing to earn before camp: Lifeguarding, CPR and First Aid
- ❖ Experience in marine science, environmental education, summer camp or related fields
- ❖ Strong desire to change the world for the better through education and action
- ❖ Must be able to attend mandatory staff training in late May

- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Team player with a positive attitude, even when things are not going smoothly
- ❖ Loyalty, honesty, and a commitment to excellence
- ❖ Ability to remain focused in a fast paced, stressful, and fluid camp atmosphere
- ❖ Excellent critical thinking and problem solving skills
- ❖ No conflicting summer commitments including travel, work, or other leave of absence
- ❖ Proven ability to effectively manage and lead staff
- ❖ Experience with kids/teens
- ❖ Able to pass a government background check
- ❖ Clean driving record

## **Desired Skills**

- ❖ Master's in marine biology, environmental science, education or related field
- ❖ Wilderness First Responder Certification
- ❖ Familiarity with local marine ecosystems and organisms
- ❖ At least 21 years of age
- ❖ Previous experience working in a camp setting
- ❖ Environmental education certification or teaching experience

## **Principal Responsibilities**

During the summer months, we operate overnight camps for youth (13-17) varying in length from 6 days up to 2 weeks. Working in collaboration with other staff members, you will provide 24-hour supervision for campers, both in the bunk rooms and in the field. Activities primarily take place on Topsail Island.

Individuals must maintain a strong skill set in the following areas: lesson development, organization, punctuality, marine science, problem solving, as well as have a solid attention to detail. These skills are crucial for you to provide the best possible experience for each camper. Programs do require work on weekends and holidays, though there is some time off between camps to recharge.

Staff responsibilities are listed below but may not be limited to this list:

- ❖ Provide consistent support to Site Director and Program Coordinator by handling tasks and duties, aiding in delegating duties to staff, and focusing on campers' safety and schedule
- ❖ Help prepare and lead hands-on, educational activities on topics such as: sea turtles, coastal geology, ocean safety, barrier island ecology, fish identification, dissections and salt marsh ecology
- ❖ Responsible for the administration and fulfillment of uniform and consistent implementation of day-to-day activities
- ❖ Attend all scheduled staff meetings with Site Director and Program Coordinator
- ❖ Perform all pre-session tasks, including but not limited to: reviewing camp binder, delegating responsibilities, and ensuring all supplies are prepared and accessible
- ❖ Clean, organize, and help prep camp facilities and vehicles at the end of each camp session
- ❖ Complete all post-session tasks; including but not limited to: completing Binder checklist, camp clean-up, and inventory of supplies
- ❖ Conduct daily team meetings to go over any camper issues, logistics and schedule
- ❖ Practice open communication with your team and the address any issues immediately
- ❖ Make quick decisions throughout the day based on weather and ocean conditions
- ❖ Maintain professional, open communication with vendors, as well as interns and volunteers at The Karen Beasley Sea Turtle Hospital
- ❖ Mentor staff and provide feedback and corrective action when necessary
- ❖ Daily camp setup and breakdown responsibilities with your team
- ❖ Oversee ongoing supply and equipment inventory during overnight camp
- ❖ Maintain Sea Turtle Camp credit card and budget

- ❖ Organize and implement program curriculum
- ❖ Supervise and actively participate in all camp activities
- ❖ Put camper needs before your own; get to know each camper, including their likes and dislikes, and make them feel welcome and accepted
- ❖ Provide proper behavior management of campers; handle camper discipline issues and emergency situations that may arise
- ❖ Serve as a positive role model for youth and display maturity, responsibility, flexibility, and sound judgment
- ❖ Oversee participants' safety, medication administration, and dietary preferences
- ❖ Safely transport students in 15 passenger vans
- ❖ Communicate with camper parents before camp and during check-in and check-out; be available to answer questions and calmly address any issues that may arise
- ❖ Follow proper Emergency Procedures when necessary
- ❖ Clearly understand company goals, high safety standards, and mission; continuously work to professionally promote the organization's mission and achieve its goals
- ❖ Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs

## **Compensation**

We offer industry-standard compensation commensurate with experience, and the inclusion of pro-deal opportunities. In addition, the compensation package will include all accommodations and meals during the summer program, valued at an additional \$2,000. On-site training on our specific expectations, policies, activities, and procedures will be provided.

## **Position Duration**

Programs run from early June – early August at our beautiful ocean-view facility on Topsail Island, NC. Candidates would need to attend mandatory staff training in end of May.

## **Contact**

To learn more about positions with Sea Turtle Camp, please contact our Program Coordinator at [coordinator@seaturtlecamp.com](mailto:coordinator@seaturtlecamp.com).