



**Skagway Child Care Council  
DBA Saak Adventure Camp**  
PO Box 419, Skagway, Alaska 99840  
[SkagwayChildCareCouncil@gmail.com](mailto:SkagwayChildCareCouncil@gmail.com)

## Lead Counselor Description

The Lead Counselor leads the planning and day-to-day magic of Saak Outdoor Adventure Camp, an outdoor-based summer camp built around hiking, exploration, and getting kids outside as much as possible. Saak Camp is all about adventure, curiosity, movement, and fun—helping youth build confidence, friendships, and a love of the outdoors through hands-on experiences and place-based play.

This role combines active time with campers, thoughtful program planning, and team leadership to create safe, engaging, and memorable summer days. The Lead Counselor helps set the tone for a camp culture that is inclusive, energetic, and rooted in outdoor discovery, while making sure campers are supported, supervised, and having a great time.

### **JOB DESCRIPTION:**

- Design, develop, and implement two 5-week summer camp sessions
- Plan, facilitate, and lead daily activities and programming
- Coordinate and implement field trips
- Manage child enrollment and scheduling
- Hire, train, supervise, and schedule camp staff
- Develop and manage staff schedules and daily activity costs in alignment with the 2026 Saak Camp Program budget
- Perform administrative duties, including program planning, documentation, and reporting
- Ensure all camp safety guidelines are known, followed, and enforced at all times, including maintaining awareness of camper whereabouts
- Manage children's behavior using developmentally appropriate practices
- Encourage healthy habits, including handwashing, hydration, and general safety
- Conduct and participate in emergency procedure drills
- Maintain accurate program records, including attendance, incident reports, and daily logbooks
- Communicate professionally and effectively with parents, staff, and partners
- Perform cleaning and organizational duties to maintain a clean and safe facility
- Prepare monthly Director's Reports and attend Skagway Child Care Council (SCCC) Board meetings as needed
- Report to the Skagway Child Care Council Board of Directors
- Perform other related duties as assigned

### **JOB QUALIFICATIONS:**

- Two years of experience in camps, youth programs, recreation, child care, or a related field
- Child Development Associate (CDA), Child Care Associate, Montessori Certificate, or at least 9 college credit hours in early childhood development

#### Required:

- Experience working in a child care or youth program setting
- Strong computer skills, including Google Sheets, Google Drive, and Gmail
- Creative, energetic, and positive attitude
- Must be at least 21 years of age
- Ability to provide three positive references
- CPR and First Aid Certification
- Valid State of Alaska background check
- Physical ability to care for children, including lifting up to 50 lbs

**WORK SCHEDULE:**

- Salary period: February 1, 2026 – January 31, 2027
- Winter and spring focus on planning and preparation
- Summer schedule includes direct supervision of campers and maintaining required staff-to-child ratios
- General availability: 7:30 AM – 5:30 PM
- Camp hours: 9:00 AM – 4:00 PM
- Must be flexible and able to adapt to daily program and facility needs

**COMPENSATION:****Total Annual Compensation:**

Salary equivalent to \$60,320–\$64,480 annually, depending on experience. Compensation is seasonally structured to reflect the intensive nature of summer camp operations and lighter planning periods during the off-season. Pay is distributed as follows:

**February–April (Planning & Preparation Phase)**

- Monthly salary: \$2,400–\$2,600 per month
- Focus on program planning, staff hiring, scheduling, budgeting, and preparation.

**May–August (Peak Camp Season)**

- Monthly salary: \$9,500–\$10,250 per month
- Full-time, in-ratio leadership of Saak Outdoor Adventure Camp, including daily programming, supervision, and operations.

**September–January (Wrap-Up & Light Planning Phase)**

- Monthly salary: \$2,000–\$2,150 per month
- Focus on program wrap-up, reporting, evaluation, and limited planning for the following season.

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**Annual Total**

- Low range total: \$60,320- High range total: \$64,480

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**Additional Compensation**

- The Lead Counselor may be eligible for a performance-based end-of-season bonus, subject to program outcomes, budget availability, and board approval.