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SCUBA Unit Leader Summer Position *Job Description*

Overview

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 the camp. Our program attracts academically strong youth applicants that must complete an application process to attend. This position requires the candidate to work as part of a team to inspire, instruct, and provide care to a group of 15 students pursuing their PADI Scuba Certification. Applicant must have a passion for marine stewardship and teaching, and inspiring youth while living on Topsail Island. Candidates will work closely with the Site Director, Program Director, Aquatic Safaris staff, and the entire seasonal WB Surf Camp & Sea Turtle Camp team.

The Unit Leader will be responsible for supervising the implementation 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 the arrival and departure of campers, van driving responsibilities, and preparing and facilitating evening activities. The Unit Leader must provide leadership, guidance, and feedback to all team members, as well as encourage, inspire, and teach both campers and staff. 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 Director.

Skills and Requirements

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: Lifeguarding, CPR, and First Aid
- ❖ Scuba certifications (at least Open Water)
- ❖ 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 and clean driving record

Desired Skills & Traits

- ❖ Master's in marine biology, environmental science, education, or a related field
- ❖ Wilderness First Responder Certification
- ❖ Familiarity with local marine ecosystems and organisms
- ❖ At least 25 years of age

- ❖ Environmental education certification or teaching experience
- ❖ Ability to accept and give feedback
- ❖ High attention to detail and ability to maintain a neat and clean work environment
- ❖ Ability to accept and give constructive criticism
- ❖ Willing to perform tasks outside of the job description
- ❖ Loves to have FUN!
- ❖ Extroverted, fun, and highly motivated team players with a high degree of attention to detail
- ❖ Passion and pride in their work
- ❖ Socially confident, excellent communicator with professional guest service skills
- ❖ Resourceful approach with the ability to troubleshoot when necessary and perform gracefully under pressure
- ❖ Forward-thinker with an innovative approach to problem-solving
- ❖ Organized and able to plan and manage complex logistical challenges
- ❖ Passion for a healthy lifestyle and keen to learn about health and wellness

Responsibilities and Duties

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, and 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 require work on weekends and July 4th, 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 the 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, marine science educational activities
- ❖ 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 Director
- ❖ Perform all pre-session tasks, including but not limited to reviewing the 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 the 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 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 the overnight camp
- ❖ Maintain Sea Turtle Camp credit card and budget
- ❖ 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 a summer stipend, ranging from \$417-\$500 per week, commensurate with experience. In addition, the compensation package will include ocean view accommodations and most 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.

Contract Duration

Programs run from June 5 – August 5 at our beautiful ocean-view facility on Topsail Island, NC. Additional specialty and travel positions may be available. Candidates would need to attend the mandatory Sea Turtle Camp training at the end of May.

About Sea Turtle Camp

Sea Turtle Camp was created 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.

Contact

To learn more about positions with Sea Turtle Camp, please contact our Program Director at coordinator@seaturtlecamp.com.