



JOB DESCRIPTION

National History Academy

POSITION: Counselor

POSITION STATUS: Seasonal

DEPARTMENT: Education

CLASSIFICATION: Exempt

REPORTS TO: In Order: Academy Director, COO, President & CEO

POSITION SUMMARY:

National History Academy is a 4-week residential summer experience for 90 highly motivated high school students from July 2 to July 29, 2023. Counselors will arrive earlier, on June 28th, to begin preparations and training.

The National History Academy is recruiting college students who are passionate about American history and the summer camp experience to serve as camp counselors. This fellowship will provide Counselors with room & board, a stipend, transportation to and admission at all historic sites visited, and a truly once-in-a-lifetime opportunity to experience American history in the places it actually happened.

The Academy will offer an inspiring and engaging learning environment. Each week, the students will take 3-4 trips to historic sites and have 3 classroom days with their Teachers and Teaching Assistants. Outside of trips and classes, Counselors will be in charge of planning, organizing, and implementing a diverse variety of activities for the students to help create an unforgettable summer experience!

The Academy is looking for one counselor to be in charge of social media for the summer. This counselor will work with our full time photographer/videographer to capture the highlights of the summer to share with students and families. The social media counselor will also run the Academy's Instagram, Facebook, and TikTok accounts throughout the summer to build a public audience online and promote the program's mission. The social media counselor will participate and help in other camp activities as well but their main focus will be running the accounts. They should have a solid understanding of how the different social media platforms work and how to optimize engagement.

RESPONSIBILITIES

- Work with the photographer/videographer to capture the summer experience
- Develop and execute a social media strategy throughout the summer that increases engagement
- Post daily updates on Instagram, Facebook, and TikTok
- Work collaboratively with students to add their insight and experiences to the Academy's online presence
- Supervise and participate in camp experiences
- Monitor students on and off campus
- Model initiative, resiliency, and patience for students, while maximizing student experience

- Conduct all activities in a professional manner
- Serve as a caregiver for each student. Report any issues or concerns to Master Teachers immediately. Maintain high levels of health and safety for all students
- Be a role model for students in attitude and behavior. Follow and uphold all safety and security rules, and all policies and procedures
- Support the values and mission of the National History Academy
- Perform other duties as assigned.

REQUIREMENTS.

- Familiarity with Facebook, Instagram, and TikTok
- Previous social media experience required
- Must be passionate about American history, civics and law
- Experience as a Counselor is preferred
- Demonstrated excellent oral and written communication, interpersonal and leadership skills. You must be able to speak clearly to students, teachers and administration officials.
- Excellent organization and time management skills
- Problem solving skills and the ability to lead and instruct
- Instruction skills and the ability to explain new ideas and unfamiliar concepts with authority
- Create healthy relationships with students and faculty to create a high-quality learning environment
- Enforce safety regulations and emergency procedures
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist students in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must be first-aid/CPR certified
- Must pass a background check

EVALUATION:

Evaluation will be on an ongoing basis in staff meetings and in private conversations. A formal written evaluation will be completed at the end of the summer session. Performance will be based on degree and quality of completing the job description.

CONDUCT:

It is understood that every employee will make a good faith effort to conduct themselves in a friendly, helpful and professional manner at all times.