



Summer High School Programs Coordinator

About SEA: Sea Education Association (SEA) is a non-profit educational institution and an internationally recognized leader in ocean education. Since 1971, SEA has educated undergraduate, high school and gap year students about the world's oceans through its Boston University accredited study abroad program. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the SSV Corwith Cramer in the Atlantic Ocean and the SSV Robert C. Seamans in the Pacific.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich in cultural, social, and intellectual diversity.

OVERALL RESPONSIBILITIES:

The Summer High School Programs Coordinator lives on-site in a private room and serves as the first point of contact for students and seasonal staff while programs are in session. They assist SEA's academics department staff with the planning and logistical oversight of all summer high school programs. They oversee the student services aspect of the summer programs, act as the "head resident" on campus, and assist with administrative and academic support. The two summer programs that this role supports are:

- **SEAScape: Ocean Studies on the Cape**
 - This is a shore-based program on our Woods Hole campus for high school students who are looking for a basic introduction to oceanographic studies. There are two different sessions in 2025: Session I: June 26, 2025 – July 13, 2025, and Session II: July 21, 2025 – August 9, 2025. The program is instructed by faculty members, overseen by the Director of Academic Programs, and supported by three program assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.
- **SEA Pre-College: Ocean Sciences in Woods Hole**
 - This is a shore-based program for advanced high school students who are looking to prepare for college-level academics in marine biology, oceanography, and environmental science. There are two different sessions in 2025: Session I: June 26, 2025 – July 13, 2025, and Session II: July 21, 2025 – August 9, 2025. The program is instructed by faculty members, overseen by the Director of Academic Programs, and supported by three program assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.

Duties of the Summer High School Programs Coordinator include, but are not limited to:

- Assist the Director of Academic Programs and Student Affairs Manager with administrative tasks, including transportation bookings, program scheduling, organizing supplies, and planning orientation activities before student arrivals.
- Lead Program Assistant training, including delegating tasks, preparing campus spaces, coordinating tours, inventorying supplies, and fostering a strong sense of community among seasonal staff members.
- Coordinate the food service aspect of summer programs, including developing a meal plan, ordering food, and assisting Program Assistants with cooking and cleaning as needed.
- Review student medical forms, discuss accuracy and specific concerns with students and families, and facilitate trips to urgent care if needed.
- Collaborate with staff to support student wellbeing, manage interpersonal conflicts, address mental health concerns, and create a safe, supportive environment.
- Conduct regular check-ins with Program Assistants to ensure they are providing appropriate support to students and act as a liaison between them and other SEA staff.
- Build relationships with students and foster community by attending meals, study halls, field trips, and classes, and assist with transportation for activities.
- Work with the marketing team to create social media content and assist students with blog writing.
- Perform other duties as assigned by the Academic Department.

QUALIFICATIONS

- Undergraduate or Masters degree in Environmental Education, Outdoor Education, Education Administration, Social Work, Environmental Science, or related fields
- Current and relevant experience working with high school students either as a teacher, administrator, mental health provider, tutor, counselor, or trip leader. Other relevant experience will be considered.
- Experience supervising residential or academic programs for high school students, overseeing other staff/interns, managing supplies and schedules, and planning/facilitating group activities for young adults
- Strong communication and interpersonal skills, with a demonstrated history of working collaboratively in a fast-paced team environment
- Must have a valid USA driver's license
- Preferred Certifications: First Aid, Wilderness First Responder, Lifeguarding, Mental Health First Aid, CPR

This is a full-time, seasonal, temporary position (May 27 – August 19, 2025). Housing and meals are provided. The Summer High School Programs Coordinator reports to the Director of Academic Programs. Salary starts at \$3,000 per month and is commensurate with experience. SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.



To apply, please submit a resume, cover letter, and contact information of 2 references to aelder@sea.edu. Applications will be accepted until the position is filled but preference is given to applications submitted before March 1, 2025.