



2026 PROGRAM ASSISTANT POSITIONS- HIGH SCHOOL PROGRAMS (HSPA)

Shore Based - Multiple Openings

JOB DESCRIPTION

OVERALL RESPONSIBILITIES

Reporting to the Associate Dean for Student Affairs, the High School Program Assistants plays a key role in supporting students' academic, social and personal success in SEA's programs. Program Assistants are part of a collaborative team focused on cultivating student engagement and community participation to help enrich the student experience throughout the program.

When a program is based ashore, on the SEA Campus located at 171 Woods Hole Road Falmouth, MA, HSPAs are under the direct guidance of the Shore-based High School Program Coordinator. HSPA will live in close proximity to the students in the SEA Student Cottages (2 HSPA's per occupied Student Cottage for the program hired to support).

The primary areas of responsibility include but are not limited to the safety of the students in program, providing onsite health and safety supervision (not medical care), social/emotional support, accompanies students and faculty on program field trips for oversight of students, offers consultation for meal planning, provisioning and if needed guidance in some food preparation, especially if dietary accommodations are required during shore component.

Other responsibilities may include driving SEA's 12 passenger van to transport students, prescription and non-prescription medication monitoring, evening/weekend activity planning and execution, if traveling to the ship, HSPA will travel to/from the ship with the students, and others as assigned when needed.

See program descriptions below. Shore based High School programs vary in length.

This is a full-time seasonal (defined dates provided in employment agreement), non-benefit eligible position that begins 2 weeks before students arrive and ends 1-2 days after the program concludes. For each High School Program that SEA offers, there will be 2 PAs per student cottage. Most cottages accommodate between 12 – 13 students.

MAJOR TASKS OF THE HIGH SCHOOL PROGRAM ASSISTANTS

Safety: Creating a secure environment through supervision, situational awareness, assessing risks to prevent accidents or misconduct; understanding emergency response procedures; identifying, informing and helping to mitigate unsafe conditions; instructing and reminding as needed the safety rules, procedures and reporting process; reporting to management and documenting injuries, unsafe practices and near misses.

Community Development – Lives with the students and supervises the development of, and compliance with, community norms. Monitors and oversees the safety and welfare of students.

Program Logistics- Accompanies group on some field trips, attends planning and debrief meetings, helps to facilitate details such as transportation, mealtimes, and cleaning.

Academic Support – Supports program faculty as needed by assisting students outside of the classroom with assignments and helping students meet their academic goals. Assists with lab set-up, poster presentations/group discussions, and classroom organization.

Marketing & Social Media- Documents the experience for students by taking quality photographs for our marketing team and assists students with writing blog posts.

In addition, each Program Assistant will be assigned one of the following primary areas of responsibility:

Student Health/Medical Liaison

Assists Shore High School Program Coordinator with coordinating front-line intervention for student safety and medical/mental health issues on campus. Serves as a liaison to the SEA Medical Affairs Coordinator.

Steward

Assists Shore High School Program Coordinator with food service logistics such as meal planning, ordering and storing food. Prepares meals and provides oversight for students who assist with meal prep and clean up.

Student Activities Coordinator

Plans, develops, and coordinates implementation of a range of diverse extracurricular leisure and community-building free-time activities in the evenings and on weekends throughout the program.

Facilities Liaison

Assists Shore High School Program Coordinator with coordinating cottage check-in and check-out procedures, fire drills, field days, and cottage maintenance and inspections. Serves as a liaison to the SEA Facilities Coordinator.

HIGH SCHOOL PROGRAM DESCRIPTIONS

Ocean Studies on the Cape- Shore Based Only

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. It is a multidisciplinary, residential program. There are two different sessions in 2026: Session I: Jun 22 - Jul 9 and Session II: Jul 13 - Jul 30. The program is instructed by faculty members. The

Associate Dean of Student Affairs oversees student services and student life programming. A Shore High School Programs Coordinator provides on-site supervision to Program Assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.

Anticipated employment dates: June 8-July 31

SEA Pre-College Programs- Shore Based Only

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 **Oceanography** sessions in 2026: Session I: Jun 22 - Jul 9 and Session II: Jul 13 - Jul 30. There is one **Marine Biology** session in 2026: Aug 4-Aug 21. The Associate Dean of Student Affairs oversees student services and student life programming. A Shore High School Programs Coordinator provides on-site supervision to Program Assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.

Anticipated employment dates: June 8- August 22

QUALIFICATIONS AND EXPERIENCE

Required:

- *Bachelor's degree in outdoor education, environmental science, marine biology, or a related field
- At least one year of experience providing supervision and support for secondary and/or gap year students between the ages of 13 - 18.
- Experience working with groups of students with diverse backgrounds, experiences, identities, and abilities.
- Ability to uphold a high standard of confidentiality about student records and other sensitive information.
- Hold a current and valid Basic First Aid and CPR certification from the American Red Cross, or able to obtain one no later than the position start date
- Experience in conflict resolution, group facilitation, and/or teaching
- Ability to connect well with people and develop strong mentoring relationships with high school students
- Physically prepared and emotionally well-equipped to withstand demanding work over consecutive days in an intense environment
- Valid USA Driver's License, with driving record clear of accidents or issued tickets
- A willingness to drive a SEA van for transporting students

*Equivalent combination of education and experience may be considered in lieu of a bachelor's degree

Preferred:

- Previous employment experience in camp, pre-college, or outdoor educational programs
- Training in Mental Health awareness and support

- Wilderness First Aid (WFA) or Wilderness First Responder (WFR) training (student health/medical liaison positions)
- Food service experience and current ServSafe Food Handler and/or Allergens trainings (steward positions)

Compensation

HSPA Salary: \$420 or \$520 per week (7days, 24/7) and is commensurate with experience. Housing and food are provided for HSPA when in the program.

To Apply:

Please send a cover letter, resume, and contact information for two references to pasearch@sea.edu . ***Please state in the email subject the program(s) to which you are applying (Ocean Studies on the Cape and/or Pre-College Programs).***

Review of applications will begin on February 18, 2026, and will continue until all positions are filled.