



Rietumkrasta latviešu vasaras vidusskola | Rietumkrasta latviešu izglītības centrs

West Coast Latvian Summer High School | West Coast Latvian Education Center

Position Description: COUNSELOR, for seasonal Latvian summer school and camp

Location: West Coast Latvian Education Center, Washington State, USA

Start date: June 26, 2027; end date: July 31, 2027

Anticipated arrival on site: June 26 – July 4, 2027; compensation will be provided for additional days. *This summer, it may also be possible to take time off from July 1 – July 4 to attend the West Coast Latvian Song and Dance Festival in Seattle/Bellevue.*

Camp dates: July 5 – July 31, 2027

Reports to: Lead Counselor and Dean of Students

About Us:

'Kursa' Summer High School is a Latvian language and culture program for students in grades 9–12. Kursa's mission is to give students the opportunity to learn about their Latvian heritage while developing their Latvian language skills and learning about Latvian culture and traditions in a Latvian environment.

Position Purpose:

The primary responsibility and role of a Kursa Summer High School counselor is to create a positive, inclusive educational and recreational experience for students, while fostering cooperation, respect, and responsibility.

Counselors organize and lead activities, provide supervision, and help ensure the safety and well-being of all youth. A counselor's personal enthusiasm, leadership, and ability to communicate effectively with students contribute to the overall success of the camp program.

Position Description:

A counselor serves as both a mentor and role model for students, as well as a source of support, spending time with them in an informal setting. Counselors plan and participate in activities, games, and shared meals; maintain a friendly and supportive environment in which every student feels comfortable while developing language and communication skills. By guiding youth and setting a positive example, counselors also monitor and ensure that shared guidelines are followed in order to maintain safety and mutual respect.

The counselor's role is to help students have an enjoyable experience while balancing support and responsibility, contributing to a positive summer school and camp community overall.

Counselor responsibilities include supervising youth not only during the camp's daytime program, but also after the daytime and evening programs have ended. These responsibilities are included in a camp work schedule prepared in advance, with staff coordinating beforehand with both camp administration and one another.

Required Qualifications:

- must be at least 21 years old and a high school graduate;
- at least two years must have passed since you last attended 'Kursa' as a student;
- must be able to obtain First Aid/CPR certification;
- ability to communicate with people of different ages;
- legally authorized to work in the United States/or willing to apply for a temporary work visa;
- alignment with the 'Kursa' program and adherence to the rules of the Rietumkrasta Latviešu Izglītības Centrs (RKLIC)/West Coast Latvian Education Center (WCLEC), as well as the summer high school's and facility's internal policies and safety requirements.

Required Knowledge, Skills, and Abilities:

- understanding of adolescent development and needs;
- ability to communicate positively with both youth and adults;
- ability to organize program activities and personally contribute to their implementation;
- ability to work successfully as part of a team;
- ability to communicate effectively with and instruct diverse groups of participants;
- ability to assess and manage participant and staff behavior while ensuring safety and compliance with rules;
- Latvian language proficiency preferred;
- additional skills: basic First Aid skills and/or lifeguard certification. If needed: *Kursa* will cover the cost of Red Cross lifeguard and/or First Aid training programs with prior approval.

Position Benefits:

- compensation in accordance with the Washington State minimum wage rate (volunteer work is also possible, if preferred);
- room and board provided;
- opportunity (depending on the schedule) to participate in additional classes or activities; for example, ceramics, music, excursions, etc.;
- opportunities to collaborate and build community with Latvians from North America and Latvia;
- opportunity to develop leadership skills in real-life situations and gain practical experience;
- opportunity to receive professional development recommendations and certifications that may be used in future employment and serve as a strong reference for colleges and future employers.

Essential Job Functions include, but are not limited to:

Supervision

- create a positive, inclusive program environment that promotes respect, communication, and opportunities for youth;
- supervise and engage with participants, ensuring their safety and well-being at all times;
- report incidents, concerns, or observations to administration and leadership.

Activity Leadership

- assist with or lead camp activities that align with the ‘Kursa’ mission; including, but not limited to, crafts, nature walks, songs, games, opening and closing ceremonies, swimming, sports, evening activities, etc.;
- actively participate in assigned program areas;
- encourage others to participate actively in all programs.

Evening and Overnight Supervision

- supervise youth after the end of the daytime program, organizing and overseeing evening routines, personal hygiene, and preparation for bedtime.
- be available to youth during the night as needed and respond immediately in situations requiring assistance;
- regularly supervise youth during sleeping hours in accordance with camp policies and the established duty schedule; check that youth are in their rooms after the designated time and are following nighttime rules.

Team Collaboration

- collaborate with colleagues and other camp staff to ensure effective teamwork and foster a supportive work environment;
- maintain professional and timely communication with team members and administration in order to identify and resolve problems, supporting a high-quality and positive program experience.

Student Well-Being

- support participants’ personal and social development;
- serve as a role model in behavior, attitudes, and cultural conduct (including attire);
- provide for participants’ daily care, including monitoring their health and, in cooperation with healthcare staff, ensuring that identified health needs are met and medications are administered.
- immediately report a youth’s illness, injury, emotional crisis, conflict, or other emergency situation to camp leadership and, in emergencies, act in accordance with the camp’s emergency response plan to ensure youth safety.

Safety Compliance

- ensure the safety of participants and staff at all times by remaining aware of their locations and activities;
- follow camp health, safety, and emergency protocols;
- provide First Aid when necessary and report health concerns to administration;
- job responsibilities include not only supervising youth during the camp's daytime program, but also evening and overnight duties, during which the counselor is responsible for the supervision and safety of the youth assigned to them and for providing necessary assistance.

Equipment

- must be able to use (or learn to use) various types of equipment, such as audio-visual equipment, sports equipment and supplies, and fire safety equipment.

Physical Requirements

- visual and auditory ability to identify and respond to environmental and other hazards;
- physical ability to respond in situations requiring First Aid;
- must be able to assist participants in an emergency situation (fire, evacuation, illness, or injury);
- strength and stamina necessary for ongoing supervision of youth;
- willingness to live in a camp environment and work irregular hours throughout the program.

Other Responsibilities

- participate in mandatory online and in-person meetings prior to the start of the summer high school program and during the summer high school;
- assist in planning special events (for example: senior dinner, graduation, closing ceremony).

If you are interested in the position described above, please email us at admin@kursa.org with your résumé and a brief explanation of why you believe you would be a good fit for this position.

Please note! If you have previously applied to and/or worked at 'Kursa,' you must apply again if you wish to return. Each year is different, and we cannot always guarantee your previous position. We will carefully review all applications and hire the person who is the best fit for the position. Thank you!

