



Job Description

Bay Discovery Camp Staff

Last update: September 2025
Position Will Be Filled on Rolling Basis

SUMMARY

Regulatory Minimum Age_____16 years old
Criminal Background Check Required_____Yes
Pre Employment & Random Drug Testing Required_____No
Employment Type_____Seasonal
Standard Work Days/Hours_____M-F, 8:00am - 4:00pm
Overtime Status_____Exempt
Job Location_____200 S. Cross St., Chestertown
Period of Employment_____June 15-August 14, 2026
Staff Housing Provided_____Availability determined on a case-by-case basis

Weekend Work_____No
Residential (Overnight) Work_____No

Paid Holidays_____Applicable federal holidays during term of employment
Sick & Safe leave_____Up to 5 paid days per year pro-rated for term of employment
Health Insurance Eligibility_____Eligible if term of employment is 90+ days
Health Insurance _____100% employer paid per current staff policy

Reports to_____Bay Discovery Camp Director
Salary_____ \$300-\$375

GENERAL RESPONSIBILITIES

Working under the direction of the program's Director, staff assist with the implementation of SEF's Bay Discovery Camp (BDC), a week-long, 9:00am – 3:00pm day camp for children 5-7 years of age. BDC introduces children to the natural world and the Chesapeake Bay through science-based outdoor experiences. Staff support the program by implementing science lessons and aiding with field study activities, games, art projects, and animal care/handling. SEF will operate seven, week-long Bay Discovery Camp sessions in 2026. Schedule available at: <https://sultanaeducation.org/bay-discovery-camp-2/>

CORE QUALIFICATIONS

Candidates should look forward to working with younger children, spending time outside, fishing, canoeing, and assisting children with crafts and basic science projects. While previous experience is preferred, none is required.

PROFESSIONAL CERTIFICATIONS REQUIRED/PREFERRED

(SEF may assist and cover expenses for required certifications)

- First Aid & CPR (required)

ABOUT THE SULTANA EDUCATION FOUNDATION

The Sultana Education Foundation provides hands-on educational opportunities that promote stewardship of the Chesapeake Bay's historic, cultural, and environmental resources. By helping students of all ages develop an appreciation for the Chesapeake Bay, Sultana is working to create a community of individuals who are dedicated to preserving this irreplaceable treasure.

DIVERSITY, EQUITY, AND INCLUSION

The Sultana Education Foundation (SEF) is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our public service mission.

HOW TO APPLY

Email resume and at least one personal reference to:

Jackie Doerr, Bay Discovery Camp Director
jdoerr@sultanaeducation.org