



WISummer Lead Extended Day Counselor

Job Title	<i>WISummer Lead Extended Day Counselor</i>
Reports To	<i>Director of Extended Learning; Camp Director</i>
FLSA Status	<i>Exempt</i>

Job Summary

The WISummer Lead Extended Day Counselor is responsible for the overall supervision of campers enrolled in the WISummer Extended Day program, serves as the main point of contact for parents, staff, campers, and the afterschool nurse during extended day hours, is responsible for ensuring each extended day group has appropriate and engaging activities, and is responsible for maintaining a safe environment for kids during their working hours.

The WISummer Lead Extended Day Counselor is responsible for designing and overseeing the camp activity program during extended day hours (3:00 to 6:00pm).

The WISummer Lead Extended Day Counselor will collaborate with Extended Day counselors by guiding activity implementation, assisting with camper behavior, modeling best practices, and assisting with materials and schedules.

Daily hours are 2:00pm to 6:00pm.

Duties and Responsibilities

- Provide attentive supervision and support to students rising Pre-K to rising Grade 6 during free play time on the playground or other school spaces.
- Create extended day staff & camper groups
- Plan activities for staff to implement with camp groups during EDC
- Adhere to camp safety protocols and procedures, including emergency preparedness and supervision guidelines. Ensure that all activities are conducted in a safe and controlled manner, taking into account any specific health or safety considerations for individual campers.
- Enforce school rules on the playground and in other school spaces as needed
- Report incidents that occur during the afterschool program to leadership team
- Provide support to extended day counselors in their daily roles
- Assist with training extended day counselors during WISummer staff training
- Remain with all students until they are picked up. Report any late pickups to the camp director.
- Other duties as assigned

Qualifications

- Experience working with rising Pre-K to rising Grade 6 children required
- French and/or Spanish language skills is an added advantage but not required
- Punctual and reliable
- Works well in a team environment
- Strong leadership skills
- Must be able to work all 6 sessions of summer and staff training

Working Conditions

- While performing the duties of this job, staff may be exposed to weather conditions (e.g. playgrounds, parental pick-up line)

Physical Requirements

- Must be able to lift up to 50 pounds occasionally
- Must be able to be mobile (e.g., walking, on one's feet) for long periods of time.
- Able to work in a variety of environments both indoors and outdoors
- Must have the ability to sit and stand for extended periods of time
- Must exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids
- Must hear and understand speech at normal levels, outdoors and on the telephone
- Must speak in audible tones so that others may understand clearly, outdoors and on the telephone
- Must be able to bend, stoop, climb stairs and reach overhead.

Direct Reports

Students, campers

Approved by:	<i>Caroline Wood, Director of Human Resources</i>
Date approved:	<i>January 27, 2026</i>
Reviewed by:	<i>Tara Stroup, WISEL Manager of Operations and Camps</i>