



WISummer Counselor in Training Program Coordinator

Job Title	<i>WISummer Counselor in Training Program Coordinator</i>
Reports To	<i>Director of Extended Learning; Camp Director</i>
FLSA Status	<i>Exempt</i>

Job Summary

The WISummer Counselor-in-Training (CIT) Program Coordinator will oversee two, two-week sessions for rising 10th–12th graders. The Coordinator will guide CITs through leadership and development sessions, help schedule their activities across camp, and serve as the primary point of contact for organizational support and questions. This role ensures that CITs have a structured, meaningful, and engaging experience while developing leadership skills in a supportive environment.

Duties and Responsibilities

The WISummer Counselor in Training Program Coordinator will:

- Develop a comprehensive program curriculum tailored to teens in rising 9th to 12th grades.
- 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.
- Design leadership activities and trainings for CITs
- Serve as point of contact for parent inquiries related to the CIT programs, including any concerns or questions that may arise.
- Assist with planning special events related to CIT programs
- Attend staff meetings and contribute ideas to improve overall camp experience
- Serve as point of contact for CIT counselors regarding programming, daily schedule, and camper information.
- Collaborate with camp leadership to appropriately place CITs.
- Perform other duties as assigned to support overall camp operations.

Qualifications

Required

- Experience in program design
- Experience working with high-school aged youth
- Currently CPR & First Aid certified OR willing and able to obtain certification after hiring

- Must be available to start in mid-April, flexible hours will be available for pre-season work.
- Must be able and willing to attend staff training (June 15-18, 2026) and all 6 sessions of summer camp (June 22-July 31, 2026)
- Strong organizational and time management skills
- Proficiency with G Suite (Google Docs, Sheets, Slides, Drive). Experience leveraging digital tools for curriculum planning and enhancing camp activities with technology.

Preferred Qualifications

- Bachelor’s degree in Early Childhood Education, Elementary Education, Child Development, or related field
- Leadership experience in summer camp setting

Schedule & Commitment

- Must be available for all **4 weeks of CIT** program (July 6th to July 31st) and **required staff training** (June 15th to 18th).
- Must be available in May for 5-10 hours (total) of pre-season work.
- Schedule aligns with camp-day programming (8:00am to 3:30pm)

Working Conditions

Working primarily in a school setting that includes climate-controlled classrooms and outside weather conditions permitting.

Physical Requirements

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, stoop, climb stairs and reach overhead.

Direct Reports

Summer campers

Approved by:	<i>Caroline Wood, Director of Human Resources</i>
Date approved:	<i>January 23, 2026</i>
Reviewed by:	<i>Tara Stroup, WISEL Manager of Operations and Camps</i>

