



WISummer Trip and Travel Counselor

Job Title	<i>WISummer Trip and Travel Counselor</i>
Reports To	<i>Director of Extended Learning; Camp Director</i>
FLSA Status	<i>Exempt</i>

Job Summary

The WISummer Trip and Travel Counselor plays a critical role in providing a safe, engaging, and enriching off-site experience for campers enrolled in our summer day trip program. Counselors are responsible for supervising and leading daily excursions for students in Grades 5–8 to a variety of local destinations. This position requires a high level of independence, responsibility, and strong decision-making skills, as counselors will not have a director or coordinator on site during trips. The Day Trip Counselor will manage all aspects of camper supervision, safety, logistics, and engagement throughout the day, ensuring a positive and well-organized experience for all participants.

Work hours are 8:00 AM–3:30 PM. All staff must be available for required staff training, which will take place June 15th–18th. Must be available for camp from July 6th to July 24th.

Duties and Responsibilities

The WISummer Trip and Travel Counselor will:

- Supervise and lead daily off-site trips for campers in Grades 5–8, ensuring a safe, structured, and enjoyable experience at all times.
- Maintain full responsibility for camper supervision during transportation, activities, meals, and transitions between locations.
- Plan for and manage daily logistics, including schedules, attendance, head counts, and adherence to trip itineraries.
- Enforce camp rules, behavioral expectations, and safety protocols consistently while off site.
- Serve as the primary point of contact during trips, making sound decisions independently in the absence of on-site leadership.
- Actively engage campers during trips by facilitating group activities, discussions, games, and positive social interactions.
- Monitor campers' physical and emotional well-being throughout the day and respond appropriately to any concerns or emergencies.
- Communicate clearly and professionally with camp leadership and parents/guardians regarding trip details, incidents, or camper needs.
- Foster an inclusive, respectful, and supportive group environment where all campers feel safe and valued.

- Maintain accurate records as required, including attendance, incident reports, and trip documentation.
- Adhere strictly to all camp policies, safety guidelines, and emergency procedures while representing the camp in the community.
- Other duties as assigned.

Qualifications

- High school diploma or equivalent; college coursework in education, recreation, or a related field preferred.
- Previous experience working with children in a camp, school, or recreational setting, preferably with middle school–aged students.
- Demonstrated ability to work independently and take initiative in leadership roles.
- Exceptionally responsible, reliable, and safety-conscious, with strong judgment and problem-solving skills.
- Strong interpersonal and communication skills, with the ability to manage group dynamics effectively.
- Ability to remain calm and organized in fast-paced or unexpected situations.
- Flexibility and adaptability to work in a dynamic, off-site program environment.
- Work hours are consistent with a camp-day program; 8:00 AM–3:30 PM.

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 28, 2026</i>
Reviewed by:	<i>Sarah Merianos, Director of Extended Learning</i>

