



## WISummer Spanish Early Years Program Coordinator

<b>Job Title</b>	<i>WISummer Spanish Early Years Program Coordinator</i>
<b>Reports To</b>	<i>Director of Extended Learning; Camp Director</i>
<b>FLSA Status</b>	<i>Exempt</i>

### Job Summary

The WISummer Spanish Early Years Program Coordinator is responsible for designing and overseeing the camp activity program for Spanish Early Years summer programs. The Coordinator ensures consistency across programs, manages activity schedules, and oversees supplies and materials. The Coordinator will work closely with the French Program Coordinator, Spanish Program Coordinator, and WISummer Director on programming. Throughout the summer, the Spanish Early Years Program Coordinator will collaborate with counselors by guiding activity implementation, assisting with camper behavior, modeling best practices, and assisting with materials and schedules.

### Duties and Responsibilities

The WISummer Spanish Early Years Program Coordinator will:

- Develop a comprehensive program curriculum tailored to campers in rising Pre-K and Kindergarten. There will be 6 weeks of programming, each requiring a new program. The program will be implemented over a 5 day period each week.
  - Programs will consist of interactive, hands-on activities that are engaging and age-appropriate. The program must facilitate language acquisition. The weekly themes have been predetermined.
- 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.
- Request, organize and distribute materials in a timely manner for Spanish Early Years Counselors.
- Work with Spanish Early Years Counselors on behavior management in the camp group.
- Work with Camp Director on daily organization of camp, such as collecting and checking group attendances, organizing campers into groups, creating room use schedules, and other organizational duties as needed.
- Conduct daily observations in all Early Years classrooms.
- Serve as point of contact for parent inquiries related to the Early Years programs, including any concerns or questions that may arise.
- Assist with planning special events related to Early Years programs.
- Attend staff meetings and contribute ideas to improve overall camp experience.
- Serve as point of contact for Early Years counselors regarding programming, daily schedule, and camper information.

- Perform other duties as assigned to support overall camp operations.

## Qualifications

### Required

- Experience in program design
- Experience working with preschool, pre-kindergarten, and/or kindergarteners
- 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.
- Fluent in Spanish and English

### 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 6 weeks of camp** and required staff training.
- Must be available in April and May for 45 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

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<b>Approved by:</b>	<i>Caroline Wood, Director of Human Resources</i>
<b>Date approved:</b>	<i>January 21, 2026</i>
<b>Reviewed by:</b>	<i>Tara Stroup, WISEL Manager of Operations and Camps</i>