Clinton Community School District
PO Box 566
Clinton, Wisconsin 53525

CAP Summer Camp Counselor Description

POSITION TITLE: CAMP COUNSELOR
DEPT/LOCATION: COMMUNITY ACTIVITIES PROGRAM
REPORT TO: COMMUNITY ENGAGEMENT DIRECTOR AND CAMP LEADER
HOURS: SUMMER CAMP RUNS 6/14/27-7/22/27 MONDAY-THURSDAY FROM 11:30 AM TO 3:15 PM. CAMP COUNSELORS WILL HAVE A DAILY WORK SCHEDULE OF APPROXIMATELY 4.25 HOURS PER DAY.

Date: 08/10/2026

SUMMARY: The CAP Summer Camp Counselor supports the planning, preparation, and delivery of the CAP Summer Camp Program at Clinton Elementary School. Working closely with the Camp Leader, counselors actively participate in all aspects of camp - helping plan activities, playing games, engaging with campers, and ensuring a safe, fun, and inclusive environment. This role is highly hands-on, providing opportunities to build positive relationships with campers while fostering their creativity, teamwork, and confidence.

RESPONSIBILITIES:

- Assist in planning, organizing, and preparing camp activities, games, and crafts.
- Actively engage with campers through games, crafts, outdoor play, and group activities.
- Provide direct supervision of campers to ensure safety, inclusion, and positive behavior.
- Greet campers and families at drop-off and pick-up, ensuring a warm and welcoming atmosphere.
- Support the Camp Leader in leading daily schedules, special events, and group activities.
- Monitor camper well-being and communicate any concerns to the Camp Leader promptly.
- Keep accurate attendance, incident/accident, and discipline records.
- Ensure proper supervision during any off-site activities.
- Be familiar with the Parent Manual and follow the guidelines set forth by the manual.
- Assist in enforcing camp rules and guidelines in a fair and positive manner.
- Foster a team-oriented, respectful, and inclusive camp culture.
- Attend all required training sessions, staff meetings, and planning sessions.
- Help set up and clean up activity areas, ensuring a safe and organized environment.

This list of duties is not all-inclusive and may be expanded to include other responsibilities that the CAP Director may deem necessary.

QUALIFICATIONS:

Education and Experience:

- Currently working on a B.S. Degree in Recreation Management, Elementary Education (preferred), or High School Graduate (or G.E.D. certificate); students entering junior or senior year of high school may be considered.
- Experience working with children in a school or camp environment is preferred.
- Must be at least 16 years of age.

Personal Attributes Required:

- Good leadership and organizational skills.
- Positive, enthusiastic, and adaptable attitude.
- Ability to work independently and as part of a team.
- Good communication skills with children and parents.
- Creativity in planning and leading activities.
- Dependability, integrity, and professionalism.

Physical Requirements:

- Must be able to work indoors and outdoors in various weather conditions and maintain high energy throughout the day.
- There will be frequent walking, standing, bending, reaching, and lifting.
- Lift and carry up to 30 pounds, participate in active games, and assist campers physically if needed.
- Respond quickly in emergencies.

TERMS OF EMPLOYMENT: As stated in the employee handbook.

WAGE: $15.00 per hour

EVALUATION:

- Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on Evaluation of Support Personnel.

The Clinton Community School District board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices, or on the basis of transgender status, change of sex or gender identity.

Accepted by: _____ Date:_____

Signature Witnessed by:_____