Clinton Community School District
PO Box 566
Clinton, Wisconsin 53525

CAP Summer Camp Leader Description

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

Date: 08/10/2026

SUMMARY: The CAP Summer Camp Leader is responsible for planning, implementing, and supervising the CAP Summer Camp Program at Clinton Elementary School. In addition to providing leadership and direction for Camp Counselors, the Camp Leader will work hands-on with campers - playing games, joining activities, and building positive relationships to create a safe, fun, and engaging camp experience. This position plays a key role in fostering an environment where children can explore and grow, while guiding staff to deliver a memorable and meaningful summer for every participant.

RESPONSIBILITIES:

- Plan, coordinate, and lead daily activities and special events that are safe, inclusive, and fun.
- Actively engage with campers through games, crafts, outdoor play, and group activities.
- Provide leadership, direction, & evaluation for Camp Counselors, ensuring consistent supervision and support.
- Greet campers and families at drop-off and pick-up, ensuring a warm and welcoming atmosphere.
- Maintain open and effective communication with camp staff, camper parents, and the CAP Director.
- Monitor camper safety and well-being at all times, administering first aid and CPR as needed.
- 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.
- Dispense medication as needed and log into the Medical Record.
- Maintain inventory of supplies, notifying the Director in advance when restocking is needed.
- Enforce camp rules and guidelines in a positive and consistent manner.
- Foster a team-oriented, respectful, and inclusive camp culture.
- Attend all required training sessions, staff meetings, and planning sessions.
- Maintain a clean and organized work 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:

- B.S. Degree in Recreation Management, Elementary Education (preferred), or High School Graduate (or G.E.D. certificate).
- 3 or more years of experience working with children in a school or camp environment is preferred.
- Must be at least 18 years of age.
- CPR and First Aid certification, or willing to obtain before the Summer Camp begins.

Personal Attributes Required:

- Strong leadership and organizational skills.
- Positive, enthusiastic, and adaptable attitude.
- Ability to work independently and as part of a team.
- Excellent communication skills with children, staff, 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, maintain composure in high-energy situations, and navigate different activity spaces such as playgrounds, fields, and gymnasiums.

TERMS OF EMPLOYMENT: As stated in the employee handbook.
WAGE: $20.00 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.

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Accepted by: _____ Date:_____

Signature Witnessed by:_____