



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 6/15/26-7/23/26 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: 08/18/2025

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 and direction 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 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 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: _____