



# Employment Opportunity

## CampCo Day Camps, Inc.

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### AFTERSCHOOL PROGRAM GROUP LEADER

@ Las Palmas Elementary School (San Clemente)

**\$19.00/hour**

**Part-time, School-Day Afternoons**

CampCo Day Camps, Inc. is looking for a dependable, energetic & committed Afterschool Program Group Leader who is ready to take ownership of their own group of approximately 20 students (grades K/1 or 2/3) for the remainder of the 2025/26 school year & for the 2026/27 school year. School-year staff may also apply to work at our summer Day Camps (Lake Forest location).

This role is more than supervision; it's about building meaningful relationships, creating a safe & engaging environment, & becoming a consistent, positive presence in each child's daily routine. Our Group Leaders serve as the primary "teacher" for their group, assisting with homework, guiding activities, supporting social development, & fostering a sense of community & belonging.

Reliability is essential in this role. Students thrive on consistency & we are seeking someone who understands the importance of showing up every day, fully present & prepared. This position requires a strong commitment to maintaining a regular schedule, with minimal absences & limited need for time off during program hours. If you are passionate about working with children, value responsibility & are ready to be a steady, trusted leader throughout the school year, we'd love to consider you for our team!

#### **Examples of Duties:**

- Lead & supervise their group of approximately 20 students in homework, learning games, active games, crafts, story time, etc... following the rotation schedule & leading assigned, pre-planned activities.
- Work as a team with other Group Leaders to lead large-group activities. Assist with supervision of other groups during staff breaks.
- Create a safe, fun, positive, active & memorable time for students.
- Assist with daily set-up & clean-up of the program including tables, chairs, learning centers, games & other items. Assist with monitoring of facility cleanliness, inventory & upkeep of supplies/equipment.
- Handle emergency or unexpected situations. Use first aid skills, when necessary.
- Assist Management with various duties. Perform other duties as assigned.

#### **Work Dates-School-year:**

Afterschool Program Group Leaders work weekday afternoons throughout the school-year, based on the Capistrano Unified School District school calendar. Staff participate in mandatory training dates a few weeks prior to the first day of school (Fall 2026 training dates tbd). We are currently hiring for the remainder of the 2025/26 school year & the 2026/27 school-year. See the CapouSD school calendars for 2025/26 & 2026/27: <https://www.capousd.org/documents/District/District-Calendars/04-CUSD-Calendar-2025-2026-Board-Approved-May-17-2023-color.pdf>

<https://www.capousd.org/documents/District/District-Calendars/CUSD-Calendar-2026-2027-Cabinet-approved-1-16-24-Board-Approved-2-21-24-color.pdf>

**Work Hours-School-year:**

The afterschool program runs from school dismissal until 6:00pm each school day. Shift times may vary slightly, each day, with total work hours often ranging from 16-20 hours per week. Following are our anticipated Afterschool Program Group Leader shifts (which may vary slightly as we await announcement of the school's 2026/27 dismissal times):

Mondays: 2pm-5:10pm or 2pm-6pm  
Tuesdays: 12:40pm-5:10pm or 12:40pm-6pm  
Wednesdays: 2pm-5:10pm or 2pm-6pm  
Thursdays: 2pm-5:10pm or 2pm-6pm  
Fridays: 2pm-5:10pm or 2pm-6pm  
Parent/Teacher Conference Weeks & occasional early dismissal days: 12:10pm-5:10pm or 12:10pm-6pm

Afterschool Program Group Leaders are expected to be consistent & reliable in their attendance in order to provide the best experience for their students.

**Experience/Training Required:**

- Experience working or volunteering with children, preferably in an afterschool program, classroom, recreation program, day camp, or similar program.
- Minimum age of 18 years old & high school diploma or equivalent & one of the following in order to work the Afterschool Program: Pass the CBEST or 2 years of college or pass an English language arts & math proficiency test provided by the District.
- Some college &/or courses in child development or similar field, preferred but not required.

**Licenses/Certificates/Other Requirements:**

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline listed on our website. Must be valid throughout the season of hire.
- Reliable & timely transportation to & from the job site.

**Knowledge of:**

- Basics of child development & methods for working with elementary school-aged children
- Elementary level mathematics; addition, subtraction, multiplication & division.
- Age-appropriate indoor & outdoor games & educational activities.
- English usage, grammar, punctuation, spelling, etc...
- Bilingual in Spanish & English is helpful, but not mandatory, as this is a bilingual immersion school.
- Basic computer/cell phone app skills.
- Principles of public relations & customer service.
- Appropriate safety precautions & procedures.

**Ability To:**

- Confidently take on a teacher-like role in the classroom, then switch gears to bring a fun & playful energy to games & activities, as appropriate, while still maintaining control of the group.
- Follow an assigned, pre-planned schedule of activities & stay on schedule.
- Encourage positive student behaviors through role modeling & positive discipline. Enforce rules in a positive, professional manner & take appropriate action when necessary.
- Work independently or multi-task or work as a team with coworkers, as required.
- Be patient, helpful, flexible & caring with children, coworkers & management. Be flexible to meet the needs of the students & organization.
- Maintain cooperative working relationships with staff, students, clients & the community. Provide outstanding customer service.
- Ensure safety of students & personnel. Understand safety issues; respond to critical incidents & act swiftly in emergency situations.
- Utilize good judgment in analyzing situations carefully & adopting effective courses of action.
- Sustain energy for participation in a full afternoon's worth of activities.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, swim, wade, talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; & reach with hands & arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift &/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, & the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee often works in outside weather conditions. The employee will be exposed to a variety of types of weather & environments which may include, but not limited to, heat, humidity, wet/rain, cool/cold conditions. The noise level in the work environment ranges from quiet (classroom & homework activities) to moderately loud (camp songs, cheering, music playing & similar).

## **Special Notice:**

CampCo recruits & hires without regard to race, color, religion, sex (including pregnancy, gender identity, & sexual orientation), national origin, age (40 or older), disability or genetic information. The Immigration Reform & Control Act of 1986 requires that you must be a U.S. citizen, or an alien lawfully authorized to work in the United States to be eligible for hire. This job bulletin does not constitute an exceptional or implied contract & provisions contain herein may be modified or revoked at any time without prior notice or agreement. CampCo drug-free workplace, & complies with Federal Law; therefore, CampCo prohibits the use of all illegal drugs by employees & prospective workers.

## **Application Procedure/Selection Process:**

*Interested in being considered for this position? Complete the employment application using the link available here: <https://campcodaycamps.com/wp-content/uploads/2026/02/Application.general-8-x-11-permanent-SCHOOL-YEAR.pdf> (Please do not complete our online Summer Camp application for this position).*

Applications will be screened & applicants possessing the most desirable qualifications will be invited to participate in a Zoom/Facetime first interview with CampCo management. Applicants who are invited to move forward to the second phase of the interview process will participate in an in-person Group Activity. For some positions, a questionnaire/exam may be required as a part of the interview process. Prospective candidates who receive an offer of conditional employment, must be legally authorized to work in the United States and able to provide required, original documentation (List A, B, or C) to complete the Form I-9, Employment Eligibility Verification and prospective candidates must successfully complete a thorough background check, which may include drug screen & fingerprinting.

## **Information about CampCo Day Camps Inc.**

CampCo Day Camps started as a sole-proprietorship in 1998 & incorporated in 2023. CampCo provides high quality, fun, safe & educational day camps, afterschool programs & other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer & in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 5-6 staff during the school-year (afterschool programs) & 25-30 staff during the summer months (day camps). CampCo is a great place for campers, students & staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, & often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract & provisions contained herein may be modified or revoked at any time without prior notice or agreement.

Revised for Spring 2026 through SY 2026/27 on 4/4/2026