



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: CAP ACTIVITY LEADER

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for leading and supervising the participants through the activities of the Children At Play before and after school program in the assigned school site within School Districts 25, 59, and 21

SUPERVISORY RELATIONSHIPS

- Accountable jointly to the CAP Manager/Supervisor, the CAP Site Director, and CAP Assistant Site Director

ESSENTIAL JOB DUTIES

- Works directly with the participants by leading or supervising them in small or large group activities
- Assists with planning of age-appropriate activities
- Responsible for the set-up and clean-up after each activity, game, or craft
- Prepares and serves snacks, as required, and assists the participants in cleaning up after snack times
- Greets participants and their parents upon arrival and leaving the site
- Assists the CAP Site Director in inventorying and maintaining CAP program supplies
- Administers basic first aid and refers more severe injuries to the CAP Site Director for handling
- Administers appropriate consequences for participants' unacceptable behavior and refers more severe conduct problems to the CAP Site Director
- Notifies the CAP Site Director of any problems that arise
- Accompanies the CAP Site Director and the participants on field trips, as scheduled
- Follows and enforces the guidelines set forth by the CAP Staff and Parent Manual and wears staff shirt as directed
- Attends all required staff meetings, trainings, and workshops
- Attends scheduled work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Assists with tornado and fire drills biannually
- Help implement the daily activities
- Perform other duties as assigned
- Serves as backup coverage for team members who are absent or separated from their position; all Activity Leaders are not guaranteed placement at one location and may be asked to assist a different location based on the District's needs.

REQUIRED KNOWLEDGE,

- Basic knowledge of caring for school-aged children
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to work with and relate to school-aged children
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with other employees, children and the general public
- Ability to work with general direction from immediate supervisor
- Capacity to work and maintain composure in periods of high activity and in emergency situations
- Capacity to follow through on tasks to completion

- Ability to work in a team atmosphere, promoting positive work relationships with supervisors and co-workers
- Ability to demonstrate leadership qualities to perform required work
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing
- Ability to read and understand printed materials
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor

EDUCATION, EXPERIENCE AND TRAINING

- High school student, high school graduate or G.E.D.
- Minimum of one to two years' experience in a child care setting or supervising children's activities or programs preferred
- Minimum age of 16 is required
- Or, any equivalent combination of education, experience, and training
- Must pass Illinois Criminal Background check (ISP fingerprint) and DCFS CANTS Background screening
- Tuberculosis test upon being hired. Additional testing may be required if warranted.

HOURS

- Monday through Friday, 2.0 to 2.25 hour shifts in the morning and 2.75 hour shifts in the afternoon, during school months, typically August-June
- Additional hours required on days when school is not in session or is only in session for half of the day
- Overtime, weekend, and holiday work hours, as required
- Employee is expected to work Spring Break Camp and full-day off programs
- Employee is expected to be on duty when scheduled

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing or sitting for sustained periods of time while completing work
- Repetitive hand/arm movements, such as when serving snacks or participating in activities with the participants
- Some bending, twisting, walking, and possibly jogging during physical activities with participants
- Some bending, kneeling, and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in recreational equipment, storage boxes and other supplies.
- General work area is indoors, a smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job-related activities at locations away from the site
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high-stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device, such as a mask or mouthpiece
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/84

Revision Approved – 10/13/87, 8/1/90, 3/24/98, 6/08/04, 8/27/10, 3/1/13, 11/1/13, 3/5/21

Reviewed – 2/5/01, 3/23/06, 9/10/08, 3/1/13, 06/16/25



Executive Director