



## ARLINGTON HEIGHTS PARK DISTRICT

### JOB DESCRIPTION: CAP ASSISTANT SITE DIRECTOR

**DEPARTMENT:** Recreation and Facilities

**FLSA CLASSIFICATION:** Part-time, Non-exempt

#### **POSITION FOCUS**

Responsible for assisting in the planning, implementing, and supervising the Children-at-Play before and after school program in the assigned school site within School Districts 25, 59, and 21

#### **SUPERVISORY RELATIONSHIPS**

- Accountable to the CAP Manager/Supervisor, with day-to-day supervision provided by the CAP Site Director
- Assists in supervising CAP Activity Leaders

#### **ESSENTIAL JOB DUTIES**

- Assists in creating, planning, and implementing a variety of daily activities for CAP program, including, but not limited to: arts and crafts, sports, music, dance, games, nutrition, teambuilding, social activities, outdoor play, special events, and homework time.
- Greets participants and their parents upon arrival and leaving the site
- Assists in developing a monthly calendar/newsletter
- Distributes registration and all other CAP program information for upcoming half-day and full-day programs to all parents
- Follows and enforces the guidelines set forth by the CAP Staff and Parent Manuals and wears a staff shirt as directed
- Administers appropriate consequences for participants' unacceptable behavior and refers more severe conduct problems to the CAP Site Director or CAP Manager/Supervisor
- Maintains an adequate supply of first aid and chronic infectious disease kit supplies
- Works directly with the participants by leading or supervising them in planned activities
- Communicates site needs to the CAP Site Director
- Locates children who do not report for the PM CAP Program as scheduled
- Notifies the CAP Site Director/CAP Manager/Supervisor of any problems that arise
- Accompanies participants on field trips, as scheduled
- Administers first aid and CPR, as needed.
- Remains at the site until all children are picked up
- In the absence of the Site Director, serves as the primary contact and develops a good rapport with parents of CAP participants
- Assists in preparing the agenda and running monthly staff meetings for the site staff.
- 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 may be essential

#### **SECONDARY JOB DUTIES**

- Monitors the weather and takes appropriate safety precautions
- Serves as backup coverage for team members who are absent or separated from their position; all CAP Assistant Site Directors are not guaranteed placement at one location and may be asked to assist a different location based on the District's needs.
- Assists in conducting and documenting tornado, intruder, and fire drills biannually
- Maintains emergency supplies, such as flashlights, batteries, etc., and be familiar with severe weather and emergency procedures for the assigned location
- Maintains copies of court and restraining orders on site and forwards one copy to the CAP Manager/Supervisor for filing at the Administration Center

- Assists the CAP Site Director in evaluating the CAP Activity Leaders and NWSRA aides biannually
- Maintains and updates the parent board

**REQUIRED KNOWLEDGE**

- Good knowledge of school-aged activity programs
- Good knowledge of pertinent safety precautions

**REQUIRED COMPETENCIES**

- Capacity to perform CPR and first aid when required
- 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 supervise, train, and evaluate the CAP Activity Leaders and NWSRA aides
- 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 graduate or G.E.D. - preferably an Associate Degree in Education, Recreation or a related field
- Minimum of two years of experience in a child care setting or supervising children's activities or programs
- Or, any equivalent combination of education, experience and training
- Must pass Illinois Criminal Background check (ISP fingerprint) and DCFS CANTS Background screening
- Tuberculosis test is required upon being hired. Additional testing may be required if warranted.
- CPR (Child and Adult), and AED Certification

**HOURS**

- Monday through Friday, 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
- Employee is expected to work Spring Break Camp & full day off school dates
- 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, 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 mouth piece
  - 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, 6/17/26

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



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Executive Director