



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: CAP SITE DIRECTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for 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 jointly to the CAP Manager/Supervisor
- Supervises the CAP Assistant Site Directors and CAP Activity Leaders

ESSENTIAL JOB DUTIES

- Creates, plans, and implements 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.
- Communicates with school staff daily-checking absences
- Creates and distributes a monthly calendar/newsletter (electronically sends to CAP Manager/Supervisor)
- Works closely with the NWSRA inclusion staff to ensure a smooth transition for special needs participants
- Distributes registration and all other CAP program information for upcoming half-day and full-day programs to all parents
- Maintains an inventory of supplies, milk, and snacks, and submits requests to CAP Manager/Supervisor at least one week in advance/monthly, depending on paperwork deadlines
- Follows and enforces the guidelines set forth by the CAP Staff and Parent Manuals and wears staff shirt as directed
- Responsible for training new staff by covering information in the New Employee Packet
- Assigns staff responsibilities for daily activities
- Handles staff disciplinary issues as needed, including NWSRA-communicates with CAP Manager/Supervisor
- Develops staff schedules and monitors staff-to-participant ratios, with Site Directors included in site staffing ratios
- Works with CAP Manager/Supervisor to schedule CAP staff on full and half days
- Submits requests for time off, reports absences to the CAP Manager/Supervisor, and arranges for substitute staff as needed
- Administers appropriate consequences for participants' unacceptable behavior and refers more severe conduct problems to the CAP Manager/Supervisor
- Maintains/updates ePact emergency contact software of participants' emergency information, and notifies parents of missing information
- Carries a cell phone during the CAP program hours and responds to calls within an hour or sooner if possible
- Turns in attendance sheets, Incident/Accident Report Forms, Conduct Reports, and other required paperwork weekly/monthly.
- Dispenses medication as needed and logs into the Medication Record
- Maintains an adequate supply of first aid and chronic infectious disease kit supplies
- Communicates site needs to the CAP Manager/Supervisor
- Accountable for the sign-in of all participants in the AM/PM program- contacts parents when needed
- Ensures participants are signed out by an authorized adult-NO EXCEPTIONS
- Turns in a daily milk tally to the school at the end of the month
- Notifies the CAP Manager/Supervisor and CAP office of any problems or unusual circumstances that arise
- Greets participants and their parents upon arriving and leaving the site
- Serves as the primary contact and develops good rapport with parents of CAP participants
- Accompanies participants on field trips, as scheduled
- Works with parents and NWSRA regarding behavior issues, creating behavior plans as needed
- Administers first aid and CPR, as needed

- Conducts monthly staff meetings/trainings for the site staff and submits agenda to CAP Office
- Attends all required staff meetings, trainings, and workshops
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Checks and responds to e-mails and phone messages daily before AM/PM program
- Maintains a clean and organized work environment
- Additional functions as assigned, which may be considered 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 Site Directors are not guaranteed placement at one location and may be asked to assist a different location based on the District's needs.
- Conducts and documents 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
- Evaluates the CAP Assistant Site Directors, CAP Activity Leaders, and NWSRA aides biannually
- Maintains and updates the parent board
- Conducts an end-of-the-year inventory, packs up the supplies, and return electronic equipment to the Administration Center
- Stops by Administrative Center weekly to pick up paperwork, supplies, and sign in sheets
- Report planning/prep/paperwork hours and drop-off hours to the CAP Manager/Supervisor on the last day of the pay period (Friday)

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 Assistant Site Directors, CAP Activity Leaders, and NWSRA aides
- Ability to maintain positive and effective working relationships with other employees, participants, parents, and school district staff
- 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

- Minimum of an Associate's Degree in Education, Recreation or Related Field
- Minimum three 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)/AED Certification
- Experience supervising staff or volunteers

HOURS

- Required 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 and full days off
- Four hours of planning/set up are available per pay period
- 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 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, 6/8/04, 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



Executive Director