



Job Title: CARE Program Staff
Department: Recreation & Facilities
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: Yes/No

POSITION FOCUS

Under the general direction of the CARE Site Director the CARE Program Staff are responsible for assisting the Site Director in providing a safe and developmentally appropriate childcare program.

SUPERVISORY RELATIONSHIPS

Reports directly to the CARE Site Director and indirectly to the CARE Coordinator.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Provide a variety of experiences and activities for children.
2. Integrate children with special needs in a positive and respectful manner.
3. Assure a healthy, safe, clean and developmentally appropriate environment for children.
4. Remain actively engaged with children including playing games, talking with children and leading activities.
5. Maintain a positive working relationship with children, parents, site directors, fellow staff and supervisors.
6. Lead and initiate games and activities, and transitions children into various activities that are age-appropriate and developmentally appropriate activities to meet the physical, emotional, intellectual and social needs of the children in the program.
7. Maintain a high level of maturity and professionalism at all times. Set a positive example for participants.
8. Follow instructions given to him/her by site director and supervisors.
9. Report all accidents and incidents to the site director and document all behavior incidents and band aids in the log book at your site.
10. Ensure the safety of children at all times including supervision.
11. Monitor conversations and interactions among children and themselves to ensure appropriate interactions.
12. Provide adequate equipment and activities.
13. Other duties as assigned.

SECONDARY RESPONSIBILITIES

1. Dress in appropriate attire.
 2. Arrive at least 15 minutes before a scheduled shift.
 3. Provide quality internal external customer service.
 4. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
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5. Exhibit regular and punctual attendance, notify supervisor a minimum of 12-48 hours prior to an unexpected absence.
6. Be mindful of the best interests of the Palatine Park District, fellow employees and patrons.
7. May be requested to respond to emergencies.
8. Attend required meetings and trainings as designated by supervisor.
9. Maintain a neat and orderly work environment, return supplies and equipment to appropriate location when finished.

EDUCATION, EXPERIENCE, AND TRAINING

- A minimum of 17 years of age.
- Prior experience working with school-age children preferred.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements, background check through School District 15 including finger printing.
- Able to demonstrate strong customer service skills to effectively communicate with children and adults.
- Good interpersonal skills and ability to be enthusiastic and energetic while on duty.
- Must be punctual and dependable.
- Good written and verbal communication skills.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, 6am-9am and after school 2:00pm-6:00pm
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Active participation with children in various activities and environments including prolonged periods of standing.
- May have limited exposure to outdoor elements while supervising children in outdoor activities.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.



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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent/
Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____