

**Joliet Park District  
3000 W. Jefferson  
Joliet, IL 60435**

Job Title: Day Program Assistant  
Department: SRJC  
Reports To: Recreation Coordinator, Sara Kolodziej  
FLSA Status: Non-Exempt  
Prepared By: Sara Kolodziej  
Prepared Date: February 8, 2017

**JOB DESCRIPTION**

**SUMMARY**

Under the direction and supervision of the Recreation Coordinator and the Recreation Supervisor, the day program assistant is responsible for the daily supervision of the day program for adults with special needs.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Follow SRJC/Joliet Park District policies and procedures
- Responsible for implementing daily program plans.
- Responsible for the supervision and safety of the individuals in the program
- Provide appropriate communication to participants on a daily basis.
- Actively participate in the day program
- Maintain program supplies and equipment
- Reliable, accountable, and responsible

**OTHER DUTIES/RESPONSIBILITIES**

Other job related duties as assigned by the Board. 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 as the needs of the employer and requirements of the job change.

**WORK ENVIRONMENT**

This job will be performed indoors and outdoors with varying weather conditions.

**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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a part-time position. Days and hours of work are Monday through Friday, 9am-3pm.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE REQUIREMENTS**

Must have at least 1 year of experience working with people with disabilities. Must be at least 18 years of age and have a valid IL driver’s license.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

Must pass a background check.

*This job description does not constitute an employment agreement between the employer and employee. The Joliet Park District is an Equal Opportunity Employer.*

Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_