



Ibukun Comprehensive Community Services, Inc.

Position Title: Recreation and Activities Coordinator (RAC)

Status: Full-Time Employee

Reports To: Program Director

Location: 6752 S. Perry Ave, Chicago, IL 60621

Effective Date: February 10, 2026

Position Summary

The **Recreation and Activities Coordinator (RAC)** is responsible for designing, scheduling, and facilitating a wide range of on-site and off-site recreational, educational, and enrichment activities for youth residing at Ibukun Comprehensive Community Services, Inc. This role ensures that all programming is engaging, developmentally appropriate, trauma-informed, and aligned with agency goals for youth growth, wellness, and community integration.

The RAC also supports transportation logistics, including school transportation and youth home visits, ensuring that all residents have safe, reliable, and organized access to educational opportunities, family connections, and enrichment experiences.

Key Responsibilities

Recreation & Enrichment Programming

- Develop monthly activity calendars that include creative, therapeutic, and skill-building experiences.
- Plan, coordinate, and lead onsite and off-site activities, ensuring safety, supervision, and youth engagement.
- Maintain and oversee a **structured weekend activity schedule** that promotes consistency, engagement, and positive use of free time.
- Introduce innovative programming that promotes physical activity, emotional regulation, teamwork, and positive peer interactions.
- Collaborate with clinical and program staff to tailor activities to youth needs, treatment goals, and interests.
- Maintain all activity supplies, equipment, and documentation in accordance with agency standards.

Transportation & School/Home Visit Support

- Assist with daily school transportation logistics, including scheduling, route coordination, and communication with staff.
- Provide safe, timely, and professional **transportation for youth home visits**, ensuring all protocols, documentation, and safety standards are followed.
- Ensure youth are transported safely and on time to school, appointments, home visits, and enrichment opportunities.
- Maintain accurate transportation logs and incident documentation as required by licensing and agency policy.

Compliance, Safety & Professionalism

- Uphold all DCFS, Medicaid, and agency standards related to youth safety, supervision, and documentation.
- Demonstrate trauma-informed, culturally responsive, and youth-centered practices in all interactions.
- Participate in required trainings, staff meetings, and professional development opportunities.
- Support agency events, retreats, and special programming as needed.

Qualifications

- High school diploma required; Associate's or Bachelor's degree in Human Services, Recreation, Education, or related field preferred.
- Valid driver's license with a **clean driving record**.
- Ability to work **evenings, weekends, and flexible hours** based on program needs.
- Experience working with youth in residential, educational, recreational, or community settings.
- Strong organizational skills with the ability to plan, schedule, and execute activities independently.
- Ability to remain active, energetic, and engaged throughout recreational programming.
- Excellent communication, teamwork, and problem-solving skills.
- Ability to maintain professional boundaries and model positive behavior.

Core Competencies

- Creativity and initiative in program development
- Trauma-informed engagement
- Safety awareness and risk management
- Flexibility and adaptability
- Strong rapport-building with youth
- Reliability and accountability

Compensation

This full-time position offers a competitive annual salary in the range of **\$45,000 to \$55,000**, commensurate with experience, education, and demonstrated skill in youth engagement, transportation safety, and recreational programming.

Organizational Commitment

Ibukun Comprehensive Community Services is dedicated to trauma-informed, healing-centered care for youth and families. The Recreation and Activities Coordinator is expected to uphold the agency's values of dignity, respect, accountability, and cultural responsiveness in all interactions with youth, staff, and external partners.

Equal Opportunity Statement

Ibukun Comprehensive Community Services is an equal opportunity employer and contractor partner. Ibukun is an at will employer.