



**ACTIVITY SPECIALIST – FULL TIME  
Roosevelt Square Village, Chicago, IL, US**

**Salary Range:** \$15.0000 Hourly Onwards

**ABOUT US:**

At SOS Children's Villages Illinois, we are committed to providing safe, stable, loving homes. We do this by keeping brothers and sisters together in an individual home in the care of a full-time, professional Foster Parent. In doing so, we lay the foundation for rebuilding trust, confidence, and hope for each child in our care.

SOS Children's Villages Illinois offers an innovative approach to traditional foster care. Our model of care gives children the opportunity to live in a nurturing, stable, single-family home with their brothers and sisters in the care of a full-time, professionally trained Foster Parent in one of our Villages. Children benefit from the stability of remaining with their siblings as well as the support of neighboring SOS Illinois Foster Parents and the entire community.

**BASIC FUNCTIONS:**

To provide programs in a variety of areas such as academic support, the arts, leadership development, social development or life skills. Activity Specialist is also responsible for the management of program areas and equipment to improve the wellbeing of SOS children, families, and community residents, especially as related to the activity needs including those of cultural enrichment, as well as the mental, emotional, and physical health of the children.

This position is responsible for ensuring village activities occur in a well-balanced and intentional manner. This position develops, implements, and oversees activities for the children at the Chicago Village, Roosevelt Square Village, or Lockport Village. The position is full-time though the schedule may require flexible hours and reliable transportation to allow for scheduling and overseeing activities during hours convenient

for the children, which may include evenings and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Communicate with the Education & Activities Coordinator, Director of Educational Programming, Village Director, Educational Program Assistant, the Professional Foster Parents, the Development department, and members of the Village Administrative Team regarding client and community needs and service availability.
2. Coordinate and lead the on-site children's group activities as scheduled and assigned.
3. Assist with coordinating community partnerships for purchasing, programming, and networking purposes as needed.
4. Identify community recreational, cultural enrichment, psychological, health care, mentoring, and social service programming for children and families.
5. Develop, enhance, implement, and oversee enrichment programs at the Village to enhance the lives of the children and families, including after-school programs, supplemental school programs, summer activities inclusive of life skills, self-awareness, self-esteem, arts and culture, donor/corporate activities.
6. Help transition youth moving into and out of the Village by providing welcome packages, introduction, and farewell gatherings if requested.
7. Act as coordinator for daily scheduled events and activities as well as Special Events at the Village.
8. Assist with managing the budgets for the department for activities, programs, and events as required.
9. Works with Professional Foster Parents and biological parents to ensure that

children who need additional services help are inked to and receive appropriate resources.

10. Maintain tracking system and provide periodic reports. Track and evaluate the success of the programs implemented to regularly assess and provide recommendations for improvements.

11. Additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent. 2 year's college experience in the fields of child development or similar preferred.
- Two plus years of experience working directly with youth and program development preferred.
- Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.
- Valid Illinois driver's license with acceptable driving record; insured and reliable transportation, as the position will be split between Villages and will be involved within the communities.
- Willingness to travel within the community and to the various agency sites.
- Ability to work flexible hours including evening and weekends. Schedule may regularly be later mornings to evenings on weekdays and weekends depending on activities scheduled. Schedule to be finalized with the supervisor.
- Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
- Ability to relate to the Agency staff and to the public in a courteous and professional manner.
- Ability to work in a team environment.
- Strong communication and organizational skills.



- Ability to exercise discretion and independent judgment.
- Ability to handle sensitive and confidential materials.
- Reliable, punctual, and able to manage multiple tasks.
- Ability to work in an alcohol, tobacco, and drug-free environment.
- Commitment to SOS Children's Villages Illinois philosophy and mission.
- Special projects as assigned by the Community Resource Coordinator or leadership staff.