

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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### JOB APPLICATIONS WANTED

**TITLE:** Recreation Program Leader - Outings Program

**LOCATION:** City of Ithaca - Youth Bureau

**SALARY:** \$40,518 with subsequent step increases to \$50,648

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for organizing, conducting and instructing one or more recreation program activities. Specific tasks vary according to assignment. In general the incumbent organizes activities and instructs participants. The work is performed under the direct supervision of a Program Coordinator with leeway allowed to exercise independent judgment in carrying out the details of the work. Incumbents may be assigned to work varied hours including, nights and weekends depending on the program activity assigned. Supervision is not a responsibility of this class, but an incumbent will oversee volunteers, student interns and youth program participants involved in the program. Does related work as required.

**OUTINGS PROGRAM DESCRIPTION:** The Ithaca Youth Bureau, a department of the City of Ithaca, mission is to provide a broad cross section of recreation programs & youth services to promote the health, happiness and well being of all residents in the greater Ithaca area. Outings, provides a variety of programs for youth in Tompkins County. Our goal is to provide a challenging educational, noncompetitive environment that gives youth an opportunity to go beyond their self-imposed limitations. There are 4 main components:

***The Pathfinders Program*** is designed to bring diverse groups of 4<sup>th</sup> and 5<sup>th</sup> graders together from urban and rural areas to enhance personal and emotional growth, build self-esteem, and enrich friendships. Students participate in team building activities, games, discussions, and have hands on walking and biking experiences.

***The Explorers Program*** helps builds self-confidence and teaches social skills with small groups of disenfranchised youth. Activities include hiking, high & low ropes activities, teambuilding, climbing, caving, canoeing and trips.

***Ithaca Bike Rental*** is made possible by a grant from the Tompkins County Tourism Program that rents bikes to the general public and offers biking experiences to youth groups.

***Outdoor Adventure Programs*** generally take place afterschool. Activities include: Tree Climbing, Indoor Rock Climbing, and High Adventure. These programs typically work with youth ages 5 – 13.

The ideal candidate will have experience and enthusiasm for outdoor activities such as hiking, biking, rock climbing, canoeing, and camping; be responsible, mature, have good decision-making skills; possess excellent organizational skills; have basic computer and record-keeping skills; have experience working with diverse groups of youth, aged 8-18; have experience facilitating dialogs with diverse groups, be skilled at to connecting and building trusting relationships with youth; have a clean New York State drivers license; be in excellent physical health and able to do strenuous physical activity; be willing to work in extreme weather conditions.

Additional Qualifications (helpful, but not required):

- Red Cross First Aid certification
- CPR for the Professional Rescuer
- Knowledge of teambuilding games and debriefing techniques
- Ability to teach biking
- High/Low Ropes Course Facilitator
- Knowledge of bike repair
- Bicycle Mechanic

**TYPICAL WORK ACTIVITIES:** Organizes, conducts, and instructs a variety of activities and events including biking, teambuilding, hiking, group initiatives, or climbing; Oversees program participants and/or volunteers involved in activities, providing assistance as needed, maintaining order and ensuring safety; Assists the Program Coordinator with activities and planning of programs; Accompanies participants on field trips and to

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special events; Maintains equipment and supplies needed for program area; Creates and maintains records and reports related to programs; Attends meetings and training related to program area; Provides transportation to program participants; Responsible for oversight of bike rental program including rental transactions and scheduling of the bike fleet.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational field; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational field and two (2) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar activities; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described in (b); or
- D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**NOTES:**

- 1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
- 2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Tompkins County.

**EXAM REQUIREMENTS:** A civil service exam will be given at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- High school and/or college transcripts

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, February 7, 2018 to:

City of Ithaca  
Human Resources Department  
108 East Green Street Ithaca, NY 14850  
(607) 274-6539  
Website: [www.cityofithaca.org](http://www.cityofithaca.org)



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.