

City of Ithaca

Office of Human Resources / Civil Service

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

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Recreation Program Coordinator

LOCATION: City of Ithaca - Youth Bureau

SALARY: \$47,377, with subsequent increases to \$59,222

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising one or more major segments of recreation programs for the Youth Bureau. An incumbent is assigned responsibility for a particular program area including: athletics programs, summer camps, recreation and park facilities or other recreational programs. Specific tasks and duties will vary according to assignment. In general, the incumbent develops recreational activities and supervises subordinate program employees. The incumbent is also responsible for public relations activities to aid in the promotion and development of the recreation programs. This position differs from that of a Recreation Program Specialist by virtue of the fact that a Recreation Program Coordinator has overall responsibility for an entire program or multiple programs. This position differs from that of Recreation Program Administrator by virtue of the fact that a Recreation Program Coordinator does not have responsibility for all City recreation programs. Direct supervision is exercised over the work of Recreation Program Specialists, Recreation Program Leaders, seasonal staff and volunteers. Work is performed under the general supervision of the Recreation Program Administrator or a higher level administrator. Does related work as required.

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 and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, coordinating, coaching or teaching recreation, sports, arts, music, drama, dance, aquatics, or similar recreational activities; 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 three (3) years of experience described in (a); or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience described in (a); 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.

Continued on Back

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

SPECIAL REQUIREMENTS:

For Recreation Program Coordinator positions which have responsibility for the oversight or operation of municipal swimming pools, the following requirements apply:

- A. Candidates must possess the following certificates at the time of appointment and must maintain the certificates for the duration of employment:

1. American Red Cross Lifeguard Training certificate;
2. American Red Cross Water Safety Instructor certificate;
3. American Red Cross CPR for the Professional Rescuer certificate.

NOTE: For all of the above certificates, an equivalent certificate accepted by the New York State Department of Health will be accepted in place of the American Red Cross certificate. Additionally, higher level certifications may be substituted for the required lower-level certifications.

- B. Candidates must be certified as Lifeguard Training Instructors at the time of appointment and must maintain certification for the duration of employment.

RESIDENCY: Applicants must be residents of Tompkins County.

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

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copies of high school and college transcripts
- Copies of required certificates

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. 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 July 31, 2019:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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