

# 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](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Youth Program Leader

**LOCATION:** City of Ithaca

**SALARY:** \$42,841 with subsequent step increases to \$53,552

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing and conducting activities, events, programs or services that support the personal, social, cultural and academic growth of young people. Specific tasks vary depending on the program area to which the employee is assigned; however, in general the incumbent instructs or counsels program participants, assists in program planning and acts as a liaison to community groups. The work is performed under the general supervision of a Youth Program Coordinator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over part-time seasonal staff, volunteers and student interns. 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 sociology, psychology, social work, counseling, education, recreation, physical education, or a closely related field with similar course curriculum; 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 sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human services agency, educational environment or recreation program in a capacity which involves the provision of direct services to clientele; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed 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.

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## **NOTES (Continued):**

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:** Applicants 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
- Copy of high school and college transcripts

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 below. 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 October 2, 2019 to:

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 an Equal Opportunity Employer that is committed to diversifying its workforce.

Issued: September 11, 2019