

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 Attendant - Summer Camp Counselor

LOCATION: Greater Ithaca Activities Center (GIAC)

SALARY: \$11.00/hour

WORKWEEK: Monday - Friday (37 hours/week)

DURATION: June 25 - August 10, 2018

The City of Ithaca is seeking a Recreation Attendant - Summer Camp staff member to provide entry-level work and routine summer camp program duties by assisting GIAC Program Coordinators and Program Leaders in conducting multicultural, educational and recreational activities for youth (ages 4 to teens) at GIAC.

Summer camp duties include: Monitors and supervises youth and teen camp participants by maintaining order and ensuring safety; Demonstrates the proper use of equipment to program participants; Distributes and collects recreation equipment or supplies; Helps maintain discipline and structure to program; Organizes and participates in group games and related activities; Meets with parents or guardians on informal basis; Assists GIAC summer camp program personnel with the chaperoning of trips and other group activities. Acts as a liaison for program activities with parents, community service agencies, schools and agencies for the purpose of promoting programs and enhancing services sponsored by GIAC; Attends staff meetings, workshops and training as required; Maintains records related to program activities; May provide or coordinate transportation for program participants. Does related work as required.

MINIMUM QUALIFICATIONS: None.

PREFERRED QUALIFICATIONS:

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. Must be at least eighteen (18) years of age.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application

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 City of Ithaca application by April 25, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539
Web site: www.cityofithaca.org



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

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