

# 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:** Recreation Program Assistant - 35 hours/week

**LOCATION:** City of Ithaca

**SALARY:** \$31,624, with subsequent step increases to \$39,531

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing entry-level work and routine program duties in the field of recreation by assisting Recreation Program Coordinators and Recreation Program Specialists in conducting recreational activities for youth, including the expressive arts. Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of a Recreation Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

**\*Position duties will vary between the Youth Bureau and Cass Park depending on season. Work schedule will vary depending on season.\***

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

### **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. Ability to lift 50 lbs, with or without reasonable accommodation. Ability to perform some manual labor duties related to the program assigned.

### **APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school transcript

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, May 2, 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.

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