

# 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 SPECIALIST

**LOCATION:** Ithaca Youth Bureau

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

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** The work involves responsibility for planning, developing, implementing and evaluating recreation programs for youth of all ages. The work may also involve the actual conduct of an activity, including serving as a day camp director or assistant day camp director during the summer. The work is performed under the general supervision of a Recreation Program Coordinator with considerable leeway allowed 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. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and its supervisory authority over part-time seasonal staff. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

This position will primarily focus on general recreation and expressive arts programming.

**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, fine arts, music, theatre, or a closely related arts or recreational field; or
- B. Graduation from a regionally accredited college 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, fine arts, music, theatre, 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 recreational or arts activities; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, described in (b); or
- D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c). Please note that this means that the minimum academic requirement is at least high school graduation or a high school equivalency diploma.

### **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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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 residents of Tompkins County.

**EXAM REQUIREMENTS:** A civil service exam will be required 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 submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by February 3, 2021:

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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