

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 SPECIALIST - Expressive Arts

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.

The show must go on! A career at the Ithaca Youth Bureau (IYB) is waiting for you! The IYB is committed to a work environment that is equitable, where each individual can thrive. The IYB provides youth from diverse backgrounds with the tools they need to build a successful life for themselves and change the world for the better. We believe that all citizens can be physically, mentally and spiritually healthy, as well as socially and civically engaged. We help prepare youth, from all backgrounds, to live successful lives as adults by providing a variety of recreation and youth development opportunities that will help youth develop to their full potential. The Recreation Specialist will use their passion for the arts, and enthusiasm for children and families to incorporate equity and inclusion work into our art offerings.

POSITION DESCRIPTION: The work involves responsibility for planning, developing, implementing, leading, and evaluating expressive arts and general recreation programming that reflects the diverse communities we serve. The work will involve leading expressive arts activities as well as general recreation activities, which include serving as a day camp director or assistant day camp director during the summer. The moving and lifting of various pieces of equipment up to 50 pounds is expected. This position provides supervision over part-time seasonal staff, volunteers and interns. Work hours vary, including nights and weekends, related to program activity.

Expressive arts programming could include: performing arts, visual arts, crafts, and other forms of art that encourage children to explore various forms of self-expression and enable perception of the world through the eyes of others.

Preference is given to candidates who have experience with outreach to different marginalized/minoritized groups in Tompkins County. Individuals with a broad range of hands-on experience working in expressive arts; any combination of theatre, visual art, dance, writing or music in a recreational, classroom, or camp setting is also preferred.

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

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MINIMUM QUALIFICATIONS (continued):

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.
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.

Applications accepted until position is filled.

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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