

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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JOB APPLICATIONS WANTED

TITLE: Youth Program Leader – Big Brothers Big Sisters Match Support 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.

The IYB provides youth 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, and socially and civically engaged. We help prepare youth 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. This Youth Program Leader position will provide match support in our Big Brothers Big Sister program of Tompkins County.

Big Brothers Big Sisters of America is the nation's largest, evidence-based, mentoring organization. We make meaningful, professionally supported, matches between adult volunteers and children. These positive relationships have a direct and lasting impact on the lives of young people, igniting that potential. In Ithaca, Big Brothers Big Sisters is a program of the Ithaca Youth Bureau, a well-known community resource for families that provides enriching experiences for youth throughout Tompkins County. Big Brothers Big Sisters of Ithaca & Tompkins County is also a proud partner of the My Brother's Keeper Mentoring Initiative.

POSITION DESCRIPTION: The work of a Big Brothers Big Sisters Youth Program Leader fulfills the role of Match Support Specialist (MSS) within our dynamic and experienced team. The MSS monitors and supports one-to-one mentoring relationships to ensure positive impacts for youth, child safety, and beneficial and satisfying match relationships between youth and volunteers. The Match Support Specialists maintain consistent communication with case-loads of matched youth, volunteers, and families, and work with other agency staff to further the mission of Big Brothers Big Sisters and the Ithaca Youth Bureau.

POSITION RESPONSIBILITIES:

- Maintain consistent communication with volunteers and families to monitor appropriate relationship development, ensure child safety, and gauge participant satisfaction.
- Enter all relevant information into our online database, in an accurate and timely manner.
- Work both independently and as a team to develop and implement match activities that help support the match as well as agency affiliation for volunteers, children, and families.
- Work with volunteers and families to address match support needs, to set and achieve match goals, and to recognize and celebrate match milestones and accomplishments.
- Participate in ongoing learning opportunities in the areas of child development, child safety, trauma informed care, and Justice, Equity, Diversity and Inclusion (JEDI).

Preference will be given to applicants who demonstrate the following:

- **Adaptability and Flexibility** - Able to communicate effectively with a wide variety of people, able to work on a flexible schedule, able to use multiple forms of communication.
- **Cultural Competency** - Knowledge of different cultures and desire to learn more, interest in celebrating all cultures of our families and volunteers.
- **Organization** - Proven ability to keep detailed notes and records, ability to manage and prioritize tasks and manage time effectively, willingness and ability to learn and use Microsoft Office and other record keeping software.
- **Resilience and Respect** - Ability to remain professional in potentially difficult or emotionally charged situations, ability to work very closely with families while maintaining healthy boundaries and observing rules related to confidentiality.
- **Transportation** - Valid driver's license, clean driving record and willingness/ability to be trained in driving Youth Bureau vans and vehicles to transport youth.

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.
- 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 applications materials by June 30, 2021 to:

City of Ithaca
Human Resources Department
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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