

JOB APPLICATIONS WANTED

TITLE: GIAC After School Recreation Attendant

LOCATION: Greater Ithaca Activities Center (GIAC)

SALARY: \$16.00/Hour

WORKWEEK: Monday - Friday

HOURS: 1:45 p.m. - 5:15 p.m. (17.5 hours/week)

The Greater Ithaca Activities Center (GIAC) is seeking several individuals to work as seasonal hourly employees for the GIAC After School Program for the 2021-2022 school year. The individual will work with elementary and middle school aged children.

Recreation Attendants support the program through assisting with after school activities. GIAC provides participants educational, recreational and multicultural program experiences. Duties:

- Assist with preparation and implementation of daily indoor/outdoor activities, physical activity and games, field trip outings, arts and crafts, homework assistance, and other programming.
- Assist with daily check-in and check-out, following arrival and departure procedures.
- Assist with snack and meal time procedures.
- Responsible for the supervision and well-being of youth/pre-teen participants during program.
- Adhere to all OCFS childcare regulations for a School Aged Child Care Program.
- Follow all GIAC and health and safety regulations, including COVID19 safety and report first-aid needs.

MINIMUM QUALIFICATIONS: Youth volunteer/work experience. Must be at least 18 years old.

APPLICATION MATERIALS REQUIRED: City of Ithaca application

All applications must be electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

GIAC is currently scheduling immediate interviews for qualified candidates. Applicants must be able to pass an Office of Family and Children Services (OCFS) background check, health physical and TB test (covered by GIAC).

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. 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
Web site: <https://ithaca-portal.mycivilservice.com>

