

# City of Ithaca

## Office of Human Resources / Civil Service

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

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### JOB APPLICATIONS WANTED

**TITLE:** RECREATION PROGRAM SPECIALIST

**LOCATION:** City of Ithaca - Cass Park

**SALARY:** \$51,440, with subsequent increases to \$64,301 (40 hours/week)

**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.**

Cass Park welcomes more than 40,000 visitors a year! Be a part of the team that helps manage and coordinate programs, facilities and more for the community. Cass Park is part of the Youth Bureau where we provide recreation opportunities and facilities for our diverse community. The Recreation Program Specialist will use their passion for creating recreation and leisure opportunities that benefit the whole community. We are looking for individuals who have experience in recreation programming, working with youth and families, scheduling facilities, and supervision.

The work involves responsibility for planning and scheduling programs that utilize recreation facilities at Cass Park, data entry and statistical reporting, recruitment, training and supervision of staff and instructors, and the ability to learn recreation registration software systems. This position provides supervision over part-time seasonal staff, volunteers, and interns. Work hours vary, including nights and weekends, related to program activity or season.

Preference may be given to individuals who possess American Red Cross certifications in CPR and Life-guarding, or the ability to acquire them if hired.

**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.
- 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:

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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 New York State.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**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. 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 May 25, 2022:

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.

Reissued: May 4, 2022