

**JOB APPLICATIONS WANTED**

**TITLE:** GIAC After School Recreation Attendant

**LOCATION:** Greater Ithaca Activities Center (GIAC)

**SALARY:** \$16.00 - \$18.00/Hour

**WORKWEEK:** Monday - Friday (5-days a week) or a partial week schedule.

**HOURS:** 1:45 p.m.- 5:15 p.m. (17.5 hours/week based on 5-day a week schedule)

The Greater Ithaca Activities Center (GIAC) is currently scheduling interviews for qualified candidates to work as seasonal hourly employees for the GIAC After School Program for the 2022-2023 school year from September 2022 to June 2023 to work with elementary and middle school aged children 4-13 years old.

Recreation Attendants support the program through assisting with after school activities. GIAC provides participants with 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.

Applicants must be able to pass an Office of Family and Children Services (OCFS) background check, health physical and TB test (paid by GIAC).

**MINIMUM QUALIFICATIONS:** No experience required. Must be at least 18 years old.

**PREFERRED QUALIFICATIONS:** Youth/pre-teen work or volunteer experience.

**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.

Applications accepted until position is filled. Submit applications materials 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.