

JOB APPLICATIONS WANTED

TITLE: Youth Program Leader - Youth Employment Services
LOCATION: City of Ithaca - Ithaca Youth Bureau
SALARY: \$46,023, with subsequent increases to \$57,529 (35 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.

The IYB (Ithaca Youth Bureau) provides youth with the tools they need to build a successful life for themselves and change the world for the better. 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 program support in our Youth Employment Service (YES) Program.

Youth Employment Service (YES), one of the Youth Bureau programs, envisions a world where all teens grow into flourishing adults. Our mission is to level, clear, and widen that path. We provide work readiness education and job search support [YES Connect], subsidized and supported job placements [YES Summer Jobs Program], and civic engagement and leadership programming [Youth Council Ambassadors] to help teens work, learn, lead, and grow within their own communities. This role includes involvement with all our core program offerings, with an emphasis on our Youth Council Ambassadors and Worksite Partnerships for our Summer Jobs Program.

POSITION RESPONSIBILITIES:

- Provide general oversight for the Youth Council Ambassadors (YCA) program. Lead planning and facilitation of weekly Ambassador meetings, staff planning meetings, coordination of guest speakers and special opportunities, annual nomination and recruitment efforts, logistics and technical needs of the group. Assist the Program Coordinator with YCA related reporting and proposals.
- Serve as first point of contact and primary recruiter of new community worksite partners for our subsidized job placements. Cultivate strong relationships with local businesses and organizations, provide one-on-one and group orientations to the Worksite Partnership role, and strengthen existing partnerships. Manage the intake of required partner paperwork and Worksite Catalog of summer job opportunities. Identify industries and locations where additional partnerships are necessary.
- Interview teens to assess individual strengths and needs and determine appropriate program participation.
- Maintain a caseload of teens engaged in subsidized summer placement and provide strengths-based case management, regular site visits with teens and supervisors. Keep up-to-date case notes and evaluations in our database and filing systems.
- Supervise 1-2 seasonal staff case managers during the Summer Jobs Program months.
- Participate in ongoing learning opportunities in youth development, trauma-informed care, cultural competency, and Diversity, Equity, and Inclusion.
- Work both independently and as a team to enhance equity, clarity, and breadth of YES programming and systems.
- Conduct regular recruitment and outreach to teens at schools, agencies, and community events.
- Work collaboratively with colleagues and community members to support teens and YES toward success. Maintain a neat, orderly shared office environment that is welcoming to all visitors and team members.
- Contribute to the IYB Organization as a whole by serving on one committee or working group that aligns with individual interest and needs of the org.

Preference will be given to applicants who demonstrate the following:

Adaptability and Flexibility – able to communicate well with a wide variety of people, able to work on a flexible schedule with occasional evening and weekend hours, able to use multiple forms of communication.

Youth and Cultural Competency – experience working with youth from diverse backgrounds with a strengths-based approach, understanding of diverse cultural norms, trauma-informed care, systemic injustice and how these forces interact within the communities we serve.

Organization – Proven ability to keep detailed notes and records, ability to prioritize tasks and manage time independently, willingness and ability to learn Microsoft Office and database software.

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: There are no residency requirements for this position.

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 December 19, 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.

Issued: November 18, 2022