

Outings Program Assistant

Job Description Outings

Our Organization:

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 Ithaca Youth Bureau (IYB), a department of the City of Ithaca which includes Cass Park, offers participants from all backgrounds, walks of life, identities, abilities, and lived experiences a broad range of recreation and youth development services, supports and opportunities to enable them to thrive.

Through Outings, a program of the IYB, we provide a wide range of adventure programs for youth in Tompkins County. Our goal is to provide a challenging, educational, noncompetitive environment that gives youth an opportunity to go beyond their self-imposed limitations.

There are 5 main components of Outings:

The ***Pathfinders Program*** is designed to bring diverse groups of 4th and 5th graders together from urban and rural areas to enhance personal and emotional growth, build self-esteem, and enrich friendships. Students participate in team building activities, games, discussions, and have hands-on walking and biking experiences.

The ***Explorers Program*** is a long-term program which helps build self-confidence and teaches social skills with small groups of middle school youth. Activities include, but are not limited to hiking, high & low ropes activities, teambuilding, climbing, caving, canoeing, and camping trips.

Ithaca Bike Rental is a full-service bike rental that rents bikes to visitors and residents, agencies, not for profits, and offers biking experiences to youth and senior citizen groups. The season runs from May to October.

Adventure Programs generally take place afterschool; however, we offer year-round programs. Activities include Tree Climbing, Indoor Rock Climbing, High Adventure Challenges, and so much more. These programs typically work with youth ages 5 – 13.

The ***Trailblazers Program*** is a program for rising 6th graders. This program is approximately 1 year long and is designed to help with the transition from elementary to middle school. Activities include, but are not limited to hiking, high & low ropes initiatives, teambuilding, climbing, caving, canoeing, and camping trips.

Position: Outings Program Assistant (school year, with the possibility to extend into the summer) Duties include:

- Facilitating teambuilding activities
- Assisting with various activities
- Debriefing various activities
- Communicating with participants, families, and community members
- Gathering materials and supplies for each program/IBR
- Supporting Program Coordinator and lead staff as needed
- Participate in evaluating program based on feedback from participants and customers
- Navigating walking and biking paths, map reading
- Bike Rental Transactions
- Scheduling of the Bike Fleet
- Bike fleet record keeping and assist with maintenance

Outings is a program that gets young people out and being active. Staff members who have worked in this program have generally found it enriching, challenging, and very worthwhile. We make every effort to reach out to those youth who

would not have the opportunity to participate in other programs. Thus, it is not typical “afterschool program” work, but rather an experience in creating an atmosphere of belonging and trust. The ideal candidate will have experience and enthusiasm for outdoor activities such as biking, hiking, climbing, and other outdoor pursuits. Staff need to exercise good judgment and at times adapt quickly to changing circumstances. Candidates should have experience working with diverse groups of youth aged 5 – 13 and be skilled at connecting and building trusting relationships with young people. Also, staff must be willing to work in all kinds of weather conditions, as an outdoor adventure program we often are outside in various types of weather.

Additional Qualifications (helpful, but not required):

- High/Low Ropes Course Facilitator
- Knowledge of teambuilding games and debriefing techniques
- First Aid Certification
- CPR for the Professional Rescuer
- Working knowledge of bicycle mechanics/maintenance

Hours: 8-15 hours per week (additional hours available beginning in May), typical hours are Monday – Friday 1:00 pm - 6:00 pm; summer hours differ

Pay: \$18.00 - \$22.00 per hour (based on experience)

Application Materials Required:

- City of Ithaca application

Submit required application materials by **March 27, 2023**:

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.