

**JOB APPLICATIONS WANTED**

**TITLE:**                      **Specialist in Recreation for Individuals with Disabilities**

**LOCATION:**                City of Ithaca - Youth Bureau

**SALARY:**                \$46,023, with subsequent increases to \$57,529

**HOURS:**                 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.**

A career at the Ithaca Youth Bureau (IYB) is waiting for you! The IYB is committed to a work environment that is equitable, where each individual can thrive. The IYB provides youth from diverse backgrounds with the tools they need to build a successful life for themselves and change the world for the better. We believe that all citizens can be physically, mentally and spiritually healthy, as well as socially and civically engaged. We help prepare youth, from all backgrounds, 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. The Specialist in Recreation for Individuals with Disabilities provides recreation and leisure programming to both youth and adults with developmental disabilities.

**POSITION DESCRIPTION:** The work involves responsibility for independently planning, designing, and delivering a variety of programs for both youth and adults with disabilities, with an emphasis on improving social, physical, and cognitive abilities. Goals are developed to meet the needs of the participants and the programs overall; substantial record keeping is required. This position plans for and works in a variety of programs and program settings including, but not limited to, summer day camp, outdoor recreation, social gatherings, sports, arts, etc. Driving a 12 passenger van and providing transportation for participants is also a requirement for this position. The work is performed under the general supervision of the Coordinator of Recreation Programs for Individuals with Disabilities with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and because incumbents work exclusively with individuals with disabilities, which requires a knowledge and understanding of the unique needs of the individuals served. Supervision is exercised over part-time seasonal staff, student interns and volunteers. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field; or
- B. Possession of an Associate's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working with individuals with disabilities in a recreation, educational or human services setting; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described 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.

**Note:** College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**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
- Copy of driver license

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 22, 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.

Issued: May 1, 2023