

City of Ithaca

Office of Human Resources / Civil Service

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

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: GIAC Program Coordinator - Special Initiatives

LOCATION: City of Ithaca - Greater Ithaca Activities Center

SALARY: \$27.9643/hour - \$34.9566/hour

HOURS: 25 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.

POSITION DESCRIPTION: The work involves responsibility for planning, coordinating, implementing and overseeing community special events at the Greater Ithaca Activities Center (GIAC). The incumbent has primary responsibility for all elements that lead to the successful completion of each event, including planning, staffing, budgeting, funding, and public relations. The GIAC Program Coordinator – Special Initiatives also directly supports the work of the School-Aged Child Care (SACC) Program Director. In this role, the incumbent is administratively responsible for ensuring that all staff, programming, and facilities meet the regulations established by the New York State Office of Children and Family Services (OFCS) for licensed after-school programs. The GIAC Program Coordinator – Special Initiatives may also be assigned other programs or initiatives to support and enhance GIAC's organizational growth and effectiveness. The work is performed under the general supervision of the GIAC Director or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision may be exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns; working supervision may be exercised over additional staff during special events. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in sociology, psychology, social work, counseling, education, recreation, physical education, or a closely related field with similar course curriculum and one (1) year 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
- B. Possession of an Associate's degree in sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and three (3) years of experience listed in (A); or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (A); or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: College degrees must have been awarded by 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 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.

Continued on Back

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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

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 June 28, 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.

Re-Issued: June 8, 2023