

**City of Ithaca**  
**Office of Human Resources / Civil Service**

108 E. Green St. - Ithaca, NY - 14850  
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**JOB APPLICATIONS WANTED**

**TITLE:** Youth Program Leader  
**LOCATION:** City of Ithaca - Ithaca Youth Bureau  
**SALARY:** \$46,023, with subsequent increases to \$57,529

**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 Youth Program Leader position works in the College Discovery Program (CDP) and provides academic support & long-term mentoring for middle and high-school students in the Ithaca City School District.

**POSITION DESCRIPTION:** The work of a CDP Youth Program Leader involves being part of a team supporting and encouraging young people to do and be their best. Responsibilities include planning, organizing and leading activities, including homework clubs, assisting with volunteer recruitment/presentations, family dinners, extra curricular and recreational activities, and summer programming. This position also provides services that support the personal, social, cultural and academic growth of young people from diverse racial, ethnic, economic, religious, and cultural backgrounds as well as different genders, sexual orientations and identities. These services may include transporting students, tutoring, practicing job and college interviews, assisting them in connecting to local services and resources, being present at the middle and high schools on a weekly basis, as well as assistance with forms and paperwork. Advocating for youth and their families in the school setting, and encouraging engagement with school staff and events is important work this position will be involved in. Specific tasks vary depending on the season and the age of students; however, in general the incumbent instructs or counsels program participants, assists with school work as needed, assists in program planning and acts as a liaison to community groups. Regional and sometimes overnight travel with the students occurs in the summers, college visits happen at least twice a year.

The work is performed under the general supervision of a Youth Program Coordinator with leeway permitted for the exercise of independent judgment in carrying out the details of the work, creativity is encouraged. Supervision is exercised over part-time seasonal staff, volunteers and student interns. Does related work as required. Clean driving record and current driver's license required as staff need to drive a 15 passenger van in order to transport students to and from activities.

Preference is given to individuals with demonstrated experiences working with young people from minoritized groups in an academic, mentoring or after-school setting.

**MINIMUM QUALIFICATIONS:** Either:

- 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; or

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## **MINIMUM QUALIFICATIONS (continued):**

- B. Possession of 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).

## **Substitutions:**

- 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.

**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

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 October 12, 2023 to:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!