

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

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

**TITLE:** GIAC Program Assistant - Teen Program  
**LOCATION:** City of Ithaca, NY - Greater Ithaca Activities Center (GIAC)  
**SALARY:** \$19.3195/hour, with subsequent increases to \$24.1499/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 performing entry-level work and routine program duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of the GIAC Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

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

**MINIMUM QUALIFICATIONS:** None

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application

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 9, 2024:

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!

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