

# **NOW HIRING:**

## ***Recreation Program Coordinator***

### ***Internal Posting***

### ***Permanent Employees Only***



## **The City of Ithaca is now accepting applications for the position of Recreation Program Coordinator – Internal Posting – Permanent Employees Only.**

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**Location:** City of Ithaca, NY  
**Department:** Ithaca Youth Bureau  
**Classification:** Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** CSEA Administrative Unit  
**Salary:** \$58,547 - \$69,606 (35 hours/week)

**Position Description:** The work involves responsibility for planning, coordinating and supervising one or more major segments of recreation programs for the Youth Bureau. An incumbent is assigned responsibility for a particular program area including athletics programs, summer camps, recreation and park facilities or other recreational programs. Specific tasks and duties will vary according to assignment. In general, the incumbent develops recreational activities and supervises subordinate program employees. The incumbent is also responsible for public relations activities to aid in the promotion and development of the recreation programs. Does related work as required.

To view the complete job description, visit: [Recreation Program Coordinator job description](#).

**Promotional Qualifications:** Candidates must be permanently employed in the competitive class as a Recreation Program Specialist or Specialist in Recreation for Individuals with Disabilities with the Ithaca Youth Bureau, and must have served continuously on a permanent or contingent permanent basis as a Recreation Program Specialist or Specialist in Recreation for Individuals with Disabilities with the Ithaca Youth Bureau for twelve (12) months immediately preceding the date of application.

**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.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits](#) webpage and [CSEA Administrative Collective Bargaining Unit](#).

### **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).
- 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 City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

### **Application Materials Required:**

- City of Ithaca application
- Copy of high school and college transcript



Submit required application materials by April 7, 2025 to:

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

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.

**Ithaca is Gorges! We would love to have you on our team!**

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