

NOW HIRING

Youth Program Leader



The City of Ithaca is now accepting applications for the position of Youth Program Leader.

Location: City of Ithaca, NY
Department: Youth Bureau
Classification: Competitive
FLSA Status: Non-Exempt
Bargaining Unit: Administrative
Salary: \$28.9775/Hour
Hours: 22 Hours/Week

The Ithaca Youth Bureau (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.

Big Brothers Big Sisters of America is the nation's largest, evidence-based, mentoring organization. We make meaningful, professionally supported matches between adult volunteers and children. These positive relationships have a direct and lasting impact on the lives of young people, igniting that potential. In Ithaca, Big Brothers Big Sisters is a program of the IYB, a well-known community resource for families that provides enriching experiences for youth throughout Tompkins County.

Position Description: The work involves responsibility for planning, organizing and conducting activities, events, programs or services that support the personal, social, cultural and academic growth of young people. Specific tasks vary depending on the program area to which the employee is assigned; however, in general the incumbent instructs or counsels program participants, assists in program planning and acts as a liaison to community groups. 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. Supervision is exercised over part-time seasonal staff, volunteers and student interns. Does related work as required.

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

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

- (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.

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 [Administrative Unit 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.
- 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.

Application Materials Required:

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

Applications will be accepted until July 7, 2025. Submit required application materials 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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