

# City of Ithaca

## Office of Human Resources / Civil Service

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

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### - JOB APPLICATIONS WANTED -

**TITLE:** Day Camp Director

**LOCATION:** City of Ithaca - Cass Park Day Camp

**SALARY:** \$15 - \$19 per hour based on experience

**DISTINGUISHING FEATURES OF THE CLASS:** Oversee all aspects of seven-week full day camp for 5-8 year olds. Creates camper schedule; maintains a safe atmosphere and ensures that camp operations adhere to New York State Health Department regulations; supervises a staff of 30+; hires, trains and evaluates staff; orders and inventories supplies, and monitors staff and supply budgets.

### **PREFERRED QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a four (4) year degree in Education, Recreation or related field and at least 14 weeks of administrative or supervisory experience in camping or related field; Or, at least 24 weeks of administrative or supervisory experience with day camps or child care programs.
- B. CPR and Responding to Emergencies or equivalent certification must be current through August 17, 2019.
- C. Must be at least 21 years old.

**WORK SCHEDULE:** Planning programming and hiring staff prior to the start of summer camp, from March to June (flexible scheduling for planning period as determined by supervisor). Camp Staff Training and Summer Camp Director: Monday - Friday June 26 - August 16, 2019 from 8 a.m. - 5 p.m.

### **APPLICATION MATERIALS REQUIRED:**

- City of Ithaca seasonal application
- Copy of CPR certification

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Friday, February 15, 2019 to:

City of Ithaca  
Ithaca Youth Bureau  
c/o Mike Blakely-Armitage  
1 James L. Gibbs Drive  
Ithaca, NY 14850  
(607) 274-8364

Web site: <https://ithaca-portal.mycivilservice.com>



HUMAN RESOURCES  
CITY OF ITHACA

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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