

NOW HIRING: *Youth Program Coordinator*



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

Location: City of Ithaca, NY

Department: Youth Bureau

Division/Program: Youth Development/College and Career Discovery Program

Classification: Competitive

FLSA Status: Non-Exempt

Bargaining Unit: Administrative Unit

Salary: \$52,040 - \$65,052 (2024 rate)

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Youth Program Coordinator for the College and Career Discovery Program. This position serves the Ithaca Youth Bureau and reports directly to the Deputy Youth Bureau Director for Youth Development.

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. The Youth Program Coordinator position works in the College and Career Discovery Program (CCDP) which provides academic support & long-term mentoring for middle and high-school students in the Ithaca City School District.

Position Description: The work involves responsibility for planning, coordinating and supervising one or more youth development programs for the Youth Bureau. Specific tasks and duties will vary depending on the specific program area assigned but generally the incumbent plans, develops, implements and coordinates the assigned program(s), and supervises subordinate employees assigned to the program. The incumbent is also responsible for recruiting, interviewing and training volunteers and monitoring their performance. In addition, the incumbent is involved in public relations activities to aid in the promotion and development of the youth programs. The incumbent may also assist superiors with applications for program funding by providing supporting program information; however, direct fund-raising activities are the responsibility of higher level administrators. This position differs from that of a Youth Program

Leader by virtue of the fact that a Youth Program Coordinator exercises administrative oversight of an entire program area. This position differs from that of a Youth Program Administrator by virtue of the fact that a Youth Program Coordinator does not have responsibility for and does not oversee all of the Youth Bureau's youth development programs, nor is a Youth Program Coordinator independently responsible for seeking funding for assigned programs. Work is performed under the general supervision of the Youth Program Administrator or a higher level administrator, with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Direct supervision is exercised over Youth Program Leaders, seasonal staff, volunteers and student interns. Does related work as required.

To view the complete job description, visit: [Youth Program Coordinator](#) 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 and one (1) year 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
- (b) Possession of an Associate's degree in sociology, psychology, human services, education, recreation or a closely related field with similar course curriculum and three (3) years of experience listed in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Substitutions: College education in fields of study other than those specified in (a) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: one year college education = six months of qualifying experience.

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 hr@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 hr@cityofithaca.org.

Application Materials Required:

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

Submit required application materials by February 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!



Issued: January 24, 2025