

Jurisdiction: City of Ithaca  
Jurisdictional Class: Non-Competitive  
Adopted: 04/06/05  
Revised: 09/15/10, 05/03/23

## **GIAC PROGRAM ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

### **TYPICAL WORK ACTIVITIES:**

Assists GIAC program personnel in conducting a wide variety of program activities at the Greater Ithaca Activities Center;  
Monitors and supervises youth, teens, children or program participants by maintaining order and ensuring safety;  
Assists GIAC Program Coordinator by demonstrating the proper use of equipment to program participants;  
Distributes and collects equipment or supplies;  
Helps maintain discipline and structure to program;  
Organizes and participates in group games and related activities;  
Meets with parents or guardians on informal basis;  
Assists GIAC program personnel with the chaperoning of trips and other group activities;  
Acts as liaison for program activities with parents, community service agencies, schools and agencies for the purpose of promoting programs and enhancing services sponsored by GIAC;  
Attends meetings, workshops and training as required;  
Maintains records related to program activities;  
May provide or coordinate transportation for program participants.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of the program area assigned and Greater Ithaca Activities Center objectives and goals; ability to maintain program records; ability to establish and maintain effective working relationships with others; ability to understand and follow oral and written instructions; ability to deal effectively with the public; ability to understand and empathize with the needs and concerns of others; ability to establish rapport with youth, teens and seniors; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None