

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 04/06/05  
Revised: 08/06/08, 09/15/10, 07/06/22, 09/07/22

## **GIAC PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating and supervising multicultural, educational, recreational and/or youth development programs for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). An incumbent is assigned responsibility for a particular program area including after school youth, pre-teen, teen, academic support, senior citizen and recreational programs. Specific tasks and duties will vary depending on specific program area assigned but generally the incumbent plans, develops, implements and coordinates the assigned program(s), and supervises subordinate employees and volunteers assigned to the program. Volunteer recruitment and training, and public relations for the assigned program, are also responsibilities of this position. This position differs from that of GIAC Program Leader by virtue of the fact that GIAC Program Coordinators exercise administrative oversight of an entire program area. This position differs from that of GIAC Program Administrator by virtue of the fact that a GIAC Program Coordinator does not have responsibility for and does not oversee all GIAC youth division programs. The work is performed under general supervision of the GIAC Program Administrator or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision is exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Establishes and develops, educational, recreational, multicultural and/or youth development programs, topics, activities, presentations and workshops, to meet the needs of youth, teens, seniors or community groups;
- Schedules time, date and location of presentations, workshops or activities or coordinates speakers to provide workshop on variety program topics;
- Supervises, schedules, assigns and reviews the work of subordinate personnel, volunteers and seasonal employees;
- Recruits, interviews and trains volunteers; monitors performance of volunteers;
- Supervises and participates in program, activities and outings designed for program participants;
- Evaluates assigned programs throughout the year and conducts a needs assessment of program area by monitoring enrollment, gathering feedback from staff, volunteers and program participants;
- Participates in planning and supervising GIAC special events and community collaboration events and activities;
- Enforces rules and regulations governing personnel;
- Meets with youth, teens, seniors, parents, and community officials to conduct a needs assessment of program area;
- Develops and prepares all promotional material for marketing program outreach activities including preparing brochures, fliers or newsletters;
- Attends meetings with community service agencies, schools for the purpose of promoting programs and enhancing services sponsored by GIAC and acts as a liaison between the program appropriate agencies;
- Prepares and submits reports related to program activities;
- May participate in the development of applications for funding, preparation of program work plan, program budget and administers funding in accordance with allocation;
- May provide or coordinate transportation for program participants.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:** Thorough knowledge of the of the policies, procedures, rules and regulations governing the program area to which assigned; good knowledge of the typical problems and needs of modern youth and adults; good knowledge of community resources available to youth, teens and seniors; working knowledge of public information and public relations techniques; ability to plan, develop and coordinate a program; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and/or written directions; ability to prepare

**Full Performance Knowledges Skills, Abilitites, Personal Characteristics – continued:**

and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; ability to participate in assigned projects and lay out work for others; ability to formulate a local government needs assessment for programs areas; ability to establish rapport with youth, teens and seniors; ability to deal effectively with the public; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**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).

**Notes:**

- 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.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.