

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 LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of multicultural, educational and recreational program activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific tasks vary depending on the program area to which the employee is assigned. The work is performed under direct supervision of a GIAC Program Coordinator with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Working supervision is exercised over program assistants, part-time seasonal staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises and consults with the GIAC Program Coordinator with program planning by organizing administrative details of program activities which may include preparing agenda and in program development;

Assists the GIAC Program Coordinator in the planning of program activities, workshops and presentations by scheduling, arranging meeting rooms, contacting participants, arranging for necessary equipment and setting up, assembling, distributing materials and supplies;

Organizes and conducts a variety of activities and events for program participants;

Oversees program participants and/or volunteers involved in activities, providing assistance as needed;

Accompanies participants on field trips and to special events;

Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes or make referrals to other community agencies;

Acts as liaison for program activities with community service agencies, schools and agencies for the purpose of promoting programs and enhancing services sponsored by GIAC;

Assists the GIAC Program Coordinator in analyzing and evaluating methods, procedures, goals and objectives, etc.;

Assists the GIAC Program Coordinator in preparing any periodic reports by collecting information and data to be used to prepare reports and summaries of program;

Assists GIAC Program Coordinators and the GIAC Administration in planning and implementing GIAC special events and community collaboration events and activities;

Attends meetings, workshops and training related to program area;

May assist the GIAC Program Coordinator in recruiting for volunteers for program activities;

May provide or coordinate transportation to program participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge 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; working knowledge of community resources available to youth, teens and seniors; working knowledge of the Greater Ithaca Activities Center programs, objectives and goals; ability to plan, organize, and direct the activities of participants and volunteers; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to establish rapport with youth, teens and seniors; ability to understand and interpret complex oral instructions and/or written directions; 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; 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).

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.