GIAC PROGRAM COORDINATOR – SPECIAL INITIATIVES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, implementing and overseeing community special events at the Greater Ithaca Activities Center (GIAC). The incumbent has primary responsibility for all elements that lead to the successful completion of each event, including planning, staffing, budgeting, funding, and public relations. The GIAC Program Coordinator – Special Initiatives directly supports the work of the School-Aged Child Care (SACC) Program Director. In this role, the incumbent is administratively responsible for ensuring that all staff, programming, and facilities meet the regulations established by the New York State Office of Children and Family Services (OFCS) for licensed after-school programs. The GIAC Program Coordinator – Special Initiatives may also be assigned other programs or initiatives to support and enhance GIAC’s organizational growth and effectiveness. The work is performed under the general supervision of the GIAC Director or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision may be exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns; working supervision may be exercised over additional staff during special events. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a comprehensive strategic plan to ensure the successful implementation of GIAC special events;
Supervises staff teams associated with each special event;
Develops and manages budgets for each special event;
Develops and maintains ongoing relationships with community partners and agencies for participation in GIAC special events;
Develops and manages a pipeline for volunteers, and participates in hiring seasonal staff or interns for special events;
Prepares and disseminates accessible public information and marketing materials to promote special events;
Develops, administers and analyzes methods and procedures to monitor and evaluate program effectiveness and performance improvement;
Oversees the hiring and training of School-Aged Child Care (SACC) Program staff to ensure compliance with OCFS regulations;
Ensures all OCFS compliance documents, staff trainings, background checks, vaccination requirements, health protocols, classroom management regulations, and other requirements are up-to-date and implemented appropriately;
Attends SACC Directors’ meetings and trainings;
Oversees SACC program development and collaborations;
Researches, identifies and applies for local, state and federal grants and sponsorship to support special events and assigned programs;
Manages local, state and federal grants and other financial sponsorship received for timely reporting, accurate spending, and success in meeting proposed outcomes;
Supervises staff utilizing and managing registration and communication systems;
Works with the GIAC Director and other administrators to support the financial development of GIAC and staff development plans;
Manages GIAC’s membership and involvement in the National Recreation and Parks Association.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the concepts, principles, practices, methods, and techniques related to event planning and management; good knowledge of the New York State Office of Children and Family Services regulations, policies, guidelines and procedures governing licensed after-school programs; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of community partners and resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; working knowledge of governmental budgetary procedures; working knowledge of public information and public relations techniques; strong organizational skills; strong technical writing and grant writing skills; effective conflict management skills; ability to plan, organize, implement and promote multicultural community events; 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 and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; ability to establish rapport with people of all ages, diversified interests and cultural backgrounds; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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).

Note: College degrees must have been awarded by 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 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.