



Ithaca Youth Bureau
Recreation Department



Position: Tot Spot Staff

**Location: Ithaca Youth Bureau
1 James L. Gibbs Dr.
Ithaca, NY 14850**

Schedule:

Mondays, 9am – 12:15pm with emphasis on Holiday's
Saturdays, 9am – 1:00pm, 2-4 Saturdays minimum per month
depending on staffing

Dates: November to Mid-Late April

Starting Wage: \$14.00 - \$16.00 / hour (after 90 days will increase to Living Wage rate for those 18yrs and above)

Qualifications: Previous experience working with youth and/or families in a childcare, recreation or education settings. Ability to lift or move equipment that is 50 lbs or more above your head and is bulky & awkward.

Job Description: This season, the position works with youth ages 1 to 5 years and adult caregivers. The position is responsible for assisting with setting up and storing the Tot Spot play equipment each session with some minimal cleaning & maintenance of equipment. During each session, this position is responsible for helping to maintain a family friendly and safe play area for participating youth in the IYB gym. Assisting with the check-in of family members to the program in our computer system and potentially processing program payment transactions. This position is supervised by the designated Recreation Program Specialist (Anthony Maggio, amaggio@cityofithaca.org , 607-273-8364 ext. 2160).

Job Responsibilities:

1. Set-up and pack-up equipment and monitor it for maintenance needs to ensure safety.
2. Adheres to and enforces Tot Spot gym rules and IYB building use policies.
3. Assisting with advertising and networking with families and the community about the program.
4. Assist with informing families of programmatic changes.
5. Develop a positive relationship with Tot Spot families while in the gym.
6. Assist with the processing of attendance, check-ins and passes.

Scan QR to Apply Online!



Contact:

Anthony Maggio
Recreation Program
Specialist
Ithaca Youth Bureau
607-273-8364, ext. 2160