

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Youth Program Leader - Youth Employment Services

**LOCATION:** City of Ithaca - Youth Bureau

**SALARY:** \$46,023, with subsequent increases to \$57,529

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

The IYB provides youth with the tools they need to build a successful life for themselves and change the world for the better by providing a variety of recreation and youth development opportunities. This position provides program support in our Youth Employment Service (YES) Program.

**Youth Employment Service (YES)** envisions a world where all teens grow into flourishing adults. Our mission is to level, clear, and widen that path. We provide work readiness education and job search support [YES Connect], subsidized and supported job placements [YES Summer Jobs Program], and civic engagement and leadership programming [Youth Council Ambassadors] to help teens work, learn, and grow within their own communities. This role includes involvement with all of our core program offerings, and also acts as first point-of-contact and overseer of our intake and administrative systems.

#### **Position Responsibilities:**

- Provide general oversight for YES Intake and Administrative Systems, including paper files, database, and communication tools. Onboard staff to administrative systems and develop efficiencies when possible. Prepare interview digests and intake updates to support staff. Create database records for participants, consolidate applications, parent/caregiver authorizations, and interview rubrics to create and maintain participant files.
- Work with the Coordinator to determine participant eligibility and program capacities based on funding, manage program waitlists and communicate status to participants/caregivers.
- Assist with facilitation of YCA meetings and workshops around career readiness skills.
- Support the Worksite Recruitment Program Leader with intake of required partner paperwork and Worksite Catalog of summer job opportunities as necessary.
- Interview teens to assess individual strengths and needs as well as determine appropriate program participation. Communicate regularly with parents, caregivers, school and agency staff to deliver program information and answer questions.
- Maintain a caseload of teens engaged in subsidized summer placement and provide strengths-based case management, regular site visits with teens and supervisors. Keep up-to-date case notes and evaluations in our database and filing systems.
- Supervise 1-2 seasonal staff case managers during the Summer Jobs Program months.
- Participate in ongoing learning opportunities in the areas of youth development, trauma informed care, cultural competency, and Diversity, Equity, and Inclusion.
- Conduct recruitment and outreach to teens at schools, agencies, and community events.
- Work collaboratively with colleagues and community members to support teens toward success. Maintain a neat, orderly shared office environment that is welcoming to visitors and staff.
- Participate in organization-wide focus and affinity groups as necessary/desired.

#### **Preference will be given to applicants who demonstrate the following:**

- **Organization and Detail-Orientation** – Proven ability to keep detailed notes and records, ability to prioritize tasks and manage time independently, willingness and ability to learn software platforms, perform error-free data entry, and use database to find information.
- **Systems and Innovation:** Experience managing and crafting shared administrative systems and communicating/documenting processes to others. Ability to troubleshoot and design potential solutions and new approaches to program design.
- **Youth and Cultural Competency** – experience working with youth from diverse backgrounds with a strengths-based approach, understanding of different cultural norms, trauma-informed care, systemic injustice and how these forces interact within the communities we serve.

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- **Teamwork and Communication**– able to communicate well with a wide variety of people across multiple channels, ability to work as part of a cross-functional, fast-paced team.
- **Transportation** – Valid driver’s license, clean driving record and willingness/ability to be trained in driving Youth Bureau vans and vehicles to transport youth.

**MINIMUM QUALIFICATIONS: Either:**

- Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree in sociology, psychology, social work, counseling, education, recreation, physical education, or a closely related field with similar course curriculum; or
- Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with 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
- Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (b); or
- An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

**NOTES:**

- 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.
- 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.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate’s exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by March 8, 2023:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.