

Summer 2019 Station Aide Internship

The Fresh Air Fund, an independent, not-for-profit agency, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families along the East Coast and Southern Canada and at The Fund's five overnight camps in Fishkill, New York. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.freshair.org.

The Fresh Air Fund is currently recruiting paid Station Aides to work at the Port Authority Bus Terminal during the summer for departures to and arrivals from Friendly Towns from June 28th through August 22nd, 2019.

Station Aides have many responsibilities at the bus station, including station set-up/break-down, entertaining the children while in the waiting area, **ensuring the safety of the children**, and tending to any minor problems within the waiting area. They accompany children to the bathrooms, and lead children on and off the buses when directed by the Station Manager. Station Aides check the lines to make sure parents are on the correct departure line, have proper paperwork, medication (for children with medications) and direct parents to the Help Desk when necessary. Station Aides also load/unload the children's luggage on and off the buses. During return trips to New York City, Station Aides will direct children into the waiting area, or escort child(ren) back to The Fresh Air Fund office.

Qualifications:

- All applicants must be 18 years of age or older
- At least a Freshman in college
- Must be patient, responsible, courteous and a team player
- Some experience working with children is a plus but not mandatory
- Ability to work successfully with a broad range of personality types
- Will demonstrate flexibility
- Ability to follow instructions

Details:

- Job Type: Internship
- Compensation: \$15/hour
- 35+ Hours Per Week
- Application Deadline: April 15th, 2019

Please make the subject line "Station Aide Internship Application" and email your cover letter and resume to Yvonne Figueroa, Transportation Manager, The Fresh Air Fund, 633 Third Ave, 14th Floor, New York, NY 10017, email yfigueroa@freshair.org. Please no phone inquiries.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.