

Summer 2019 Station Coordinator 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 Coordinators 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 Coordinators are responsible for checking in children at The Port Authority Bus Terminal for their summer vacation trips. This includes proofreading registration and medical forms, collecting medication, and separating documents according to trip destination. They are required to give paperwork and medication to assigned chaperones. Upon returns trips, Station Coordinators are responsible for checking the IDs of the person assigned to pick up the child(ren), before signing the child(ren) out.

Qualifications:

- All applicants must be 18 years of age or older
- At least one year of 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 Coordinator 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.