

Summer 2019 Transportation Assistant 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 Transportation Assistants to work at the Port Authority Bus Terminal during the summer for departures to and arrivals from Friendly Towns from June 3rd through August 16th, 2019.

The Transportation Assistant works closely with the Transportation Manager in the office/Port Authority Bus Terminal. He/she is responsible for several tasks such as assisting Transportation Manager with any duties pertaining to daily transportation responsibilities. This includes answering Manager's phone and taking messages, confirming all bus and hotel reservations for the bus chaperones, mailing materials to all chaperones previous to bus departures, running the daily reports and distributing to required office staff, ordering and arranging delivery of snacks for the buses, and responding to all transportation calls and inquiries.

Qualifications:

- All applicants must be 18 years of age or older
- At least one year of college
- Ability to work as a team member
- Demonstrate organizational skills
- Be detail oriented, independent, flexible, patient, punctual and show respect for the staff and our volunteers

Details:

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

Please make the subject line "Transportation Assistant 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.