



Director of the Career Awareness Program

BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of more than 1.8 million New York City children from low-income communities. Each year, thousands of children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational enrichment programs.

The Fresh Air Fund is recruiting a Director of the Career Awareness Program

The Fresh Air Fund's Career Awareness Program (CAP) is a comprehensive, year-round academic, leadership development, and mentoring program that serves 300 7th, 8th, and 9th grade students living in New York City's under-resourced communities. The program model is two parts: (1) a residential summer camping component at The Fresh Air Fund's Camp Mariah and (2) academic year programming like tutoring, job shadowing, seasonal weekend camping trips, and day-long career fair. This position reports to the Director of Camping and Year-Round Programs and is located in the NYC office. The Director is required to live in-residence at Camp Mariah all summer long plus four weekends during the academic year directing and leading all summer aspects of Camp Mariah and the Career Awareness Program.

RESPONSIBILITIES

Administrative:

- Overall supervision/management of The Fresh Air Fund's signature year-round program
- Provide effective and inspiring leadership and day to day management with active involvement in programs
- Implement strategic plans and manage new initiatives that reflect the organization's vision and mission
- Develop and assess program goals and objectives and lead continuous quality improvements for all programs
- Supervise and support the Tutoring and Secondary Schools coordinator and program
- With the Director of Camping and Year-Round Programs, oversee both the camp and off-season budgets
- Provide ongoing training, supervision, support and development of staff with opportunities for staff feedback

Summer Camp:

- Must be able to live at camp over the summer and during four off-season weekends
- Interview, hire, and onboard over sixty staff members for summer program
- Plan and facilitate administrative and general staff orientation workshops including but not limited to camper safety/risk assessments, communication, and conflict resolution
- Develop and provide a safe, caring and enriching camp program that encourages campers to return in the future
- Provide ongoing training, supervision, support and development of staff
- Overall supervision of any-and-all camp related issues including staff and camper disciplinary matters and communication with parents/guardians
- Understand and ensure compliance with the Department of Health, American Camp Association, Fresh Air Fund policies and procedures and other regulatory agencies and rules
- Collect program data related to year-round and summer program for statistical and narrative reports and make presentations to the senior team and Board of Directors

Year-round programming:

- Collaborate with Development to identify appropriate partners for job shadowings and CAP event speakers
- Organize and oversee a full-day career event for all CAP participants one weekend per year
- Hold one-on-one meetings with potential CAP participants and their parents/guardians
- Create and facilitate four weekend programs centered around the fundamentals of CAP
- Recruit and coordinate a pool of staff to chaperone job shadowings and work camp weekend



Director of the Career Awareness Program (continued)

REQUIREMENTS/QUALIFICATIONS

- At least 3 years of supervisory experience in a camp or residential setting
- Bachelor’s degree in education, social work or a related field (Master’s preferred)
- Experience with diverse populations of youth and adults from under-resourced communities a must
- Ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality in a fast paced and challenging work environment
- Strong public speaking skills are a must
- Possess effective management and organizational skills
- Strong interpersonal and communication skills with the capacity to collaborate with others and be a team player
- Flexibility of work week hours and willing to work occasional weekends
- Knowledge of NYC school system and high school application process preferred
- Driver’s license a plus

HOW TO APPLY

Interested applicants should email a resume and cover letter to camping@freshair.org. No phone calls, please.

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.