

# the *Fresh Air* fund

*because a summer can last a lifetime™*

The Fresh Air Fund 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 in rural and suburban communities along the East Coast and Southern Canada or attend five Fresh Air camps on more than 2,000 acres in Fishkill, New York, and participate in year-round leadership and educational programs. The Sharpe Reservation in Fishkill houses The Fund's Environmental Learning Center and welcomes over 10,000 visitors annually for day and overnight trips with a rich portfolio of team-building and outdoor education programs. The Fresh Air Fund is an independent not-for-profit agency.

## **The Fresh Air Fund is seeking an OUTDOOR EDUCATION PROGRAM COORDINATOR.**

The Program Coordinator will work at The Fresh Air Fund's Sharpe Reservation site in Fishkill, New York and be an integral member of the programming staff for The Fund's year-round and summer programs. The primary focus for the Outdoor Education Program Coordinator will be to lead The Fund's high and low ropes courses and ensure the safety and exceptional experience of The Fund's team building program and high and low ropes courses. In addition, the Program Coordinator will oversee training, maintenance, supplies, and evaluation of all aspects of the Ropes Courses for all year-round and summer programming. In addition, the Outdoor Education Program Coordinator serves as a team member of the Sharpe Programming Staff and holds several responsibilities on the Sharpe Reservation. The position will report directly to the Director of Sharpe Reservation.

## **RESPONSIBILITIES**

### *Ropes Courses*

- Oversee all high and low courses and staff, year-round and during the summer.
- Schedule and facilitate trainings of the high and low ropes courses and staff.
- Maintain inventory of environmental and ropes course supplies.
- Responsible for the creation of ropes course schedule for year-round, and in advance of the summer.
- Develop, review, and use as a training tool the ropes course manual.
- Oversee and submit the evaluations, safety reports, and other safety and regulatory forms as required.
- Supervise all ropes course facilitators, including identifying, scheduling and interviewing all staff.

### *Sharpe Programming Team—Year-Round & Summer*

- Facilitate and lead presentations regarding Sharpe Reservation's programs to groups.
- Develop programs and schedules for user groups, and lead and teach programs. This includes but is not limited to meet and greet, welcome orientation sessions, coordinating speakers for groups, as well as coordinating supplies.
- Support groups with any needs, and problem solve as issues arise.
- Monitor, evaluate, and assess overall quality and programming of per-diem staff in coordination with all Program Coordinators.
- Coordinate and oversee year-round inspections of buildings and maintain records, in collaboration with Facilities Manager.
- Participate in professional development opportunities throughout the year including High 5 Symposium and NYSOEA Conferences.
- Collaborate with Sharpe staff to organize and lead the annual Maple Celebration.
- During summer season, serve as principle liaison to One Sight program.
- During summer season support FAF staff at Riverbank State Park for camper departures and returns.
- Work on-call as needed.
- Other duties, tasks, and responsibilities as assigned

## REQUIREMENTS/QUALIFICATIONS

- Bachelor's Degree in an environmental-related field, environmental science, outdoor recreation, biology, etc. required.
- Minimum of two years working at an environmental center, camp or other related facility. ACCT Level 2 or Course Manager Experience, or equivalent experience preferred.
- Experience managing staff, developing schedules, booking groups and developing interactive programming preferred.
- Ability to multi-task, work independently, meet deadlines and problem solve.
- Flexibility to work weekend schedules as needed. Schedule during the Year-Round program season may be Wednesday through Sunday select weeks and months.
- Desire to work with a diverse population of people, and friendly, outgoing and organized.
- Proficient in Microsoft Office.

## HOW TO APPLY

To be considered, please submit a cover letter and resume to Michael Clarke, Director of Sharpe Reservation at [mclarke@freshair.org](mailto:mclarke@freshair.org) with '**Outdoor Education Program Coordinator**' in the subject line.

*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.*