



## **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 six overnight camps in Upstate New York. Fresh Air children also participate in year-round leadership and educational enrichment programs.

### **The Fresh Air Fund is recruiting a Camp Director for Camp Hidden Valley.**

Camp Hidden Valley is our co-ed sleepaway camp for children with and without special needs that serves close to 600 campers over four 12-day sessions each summer. This position is part-time during the year (in/around NYC) and full-time from mid-June through mid-August (in Fishkill, NY). The Director is required to live in-residence at Camp Hidden Valley during this time. This position reports to the Director of Camping and Year-Round Programs.

## **RESPONSIBILITIES**

During the off-season, the director will be responsible for:

- Interviewing and hiring over seventy staff members for summer program
- Creating and planning staff orientation
- Attending Director Meetings once a month as well as periodic professional development/training opportunities, recruitment events and call-in supervisory meetings
- Attending and managing 2-3 off-season weekends at camp
- Collaborating with Fresh Air Fund staff to ensure all programs align with and support the Fund's mission

During the summer, responsibilities include:

- Must be able to live at camp over the summer
- Supervise over seventy staff members for summer program
- 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 effective and inspiring leadership and day to day management with active involvement in all programs
- Provide ongoing training, supervision, support and development of staff with opportunities for staff feedback
- Cooperate with Fresh Air Fund administrators and NYC office personnel
- 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

## **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 youth from underserved and special needs communities a must
- Ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality in a fast paced and challenging work environment
- Possess effective management and organizational skills
- Strong interpersonal and communication skills with the capacity to collaborate with others and be a team player

Interested applicants should email a resume and cover letter to [camping@freshair.org](mailto: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.*