



Recruiting Summer 2019 Interns NOW!

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 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 in Southern Canada, and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational programs.

The Fresh Air Fund is recruiting for Operations team members in our Community Outreach Department. This 35-hour per week opportunity includes evenings and weekends and is scheduled to end in July. Extensions through August may be possible, depending on performance and departmental needs.

RESPONSIBILITIES

Operations Interns work under the supervision of the Director of Support Services & Child Registration. They help with all aspects of the application processes including communicating with and assisting NYC parents to complete child applications, reviewing child applications, answering phone calls, and assisting with walk-in registration. They also support staff and families during the operation of the summer programs. Responsibilities include, but are not limited to:

- Assisting with application review and processing
- Managing a high volume of phone calls regarding summer programs, the application process, and child application status
- Communicating with and assisting parents to complete applications
- Assisting with departure and return date check-in and check-out processes
- Chaperoning children on special departure and return trips
- Other tasks as assigned

QUALIFICATIONS

- Strong organizational skills
- Detail oriented
- Outstanding interpersonal and communication skills
- Comfort with public speaking and presentations
- Comfort speaking and meeting with families and professionals alike
- Patient and friendly, with a high degree of professionalism
- Strong computer skills
- Previous data entry experience a plus
- Ability to work quickly and accurately
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL)

Employment Period: Through July 2019

Hours per Week: Up to 35 hours per week

Compensation: Prevailing minimum wage

Benefits: None

Internships may also be completed for school credit in lieu of compensation

To Apply: Submit cover letter and resume to apply@freshair.org with Summer 2019 Interns in the subject line. Incomplete submissions will not be considered.

NO 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.