



## Recruiting Friendly Towns Interns for the 2020 Spring and Summer Season!

### **Background**

Since 1877, the Fresh Air Fund has worked with and provided New York City children from low-income communities free summer experiences. More than 1.8 million children have been served through two core program areas, the Fresh Air Camps on Sharpe Reservation or through visits to volunteer Host Families in states from North Carolina and Virginia to Maine, and into southern Canada. Since 1994, the Fresh Air Fund has supported complementary year-round academic enrichment programs together with tutoring and mentoring, in addition to a Career-Awareness Program, a College Connections Program, and a Teen Leadership Program. The Fresh Air Fund is an independent, not-for-profit organization. Presently, each year nearly 7,000 boys and girls participate in Fresh Air programs.

The Fresh Air Fund is currently recruiting Friendly Towns Interns to work within our Friendly Towns program for several positions **either beginning in April part-time (schedule flexible) and transitioning to full-time in mid-May through mid-August OR only full-time from May 19 through mid-August (details below).**

Friendly Towns is a signature program for FAF from the organization's historical roots. Today, Fresh Air children are recruited from communities across New York City and welcomed into the homes of volunteer Host Families across 14 states from North Carolina and Virginia to Maine and Vermont, and into southern Canada for a one-week visit. A robust network of over 300 Volunteers serve as key ambassadors and program partners in communities. These Volunteers serve as Fund Representatives, Chairs, and Committee Members, working to support and develop their local Friendly Towns, and are responsible for the Friendly Towns program at the local level. These Volunteers recruit new volunteer Host Families, interview prospective families, support local outreach and marketing opportunities, and support the summer season when FAF children visit the area. The Friendly Towns Volunteers are supported by a team of professionals in NYC's FAF offices.

### **Function**

The Fresh Air Fund is seeking several organized, creative, and supportive individuals with excellent communication skills to serve as Spring/Summer Friendly Towns Interns. The Friendly Towns Interns complete various tasks, including either serving as an assistant to a specific Field Manager in the office or supporting the entire Friendly Towns team, and supporting the overall efforts to coordinate the Spring and Summer season. As a Friendly Towns Intern, you will use your communication, interpersonal, and organizational skills to contribute to making summer a success for thousands of NYC children.

### **Responsibilities**

- Communicates effectively with Field Managers, Volunteers, program participants, and other staff
- Provides administrative assistance to Field Managers and entire Friendly Towns team
- Supports application review and reference checks
- Answers emails and phone calls to support Volunteers in the field
- Creates positive working relationships with all members of the NY office and Volunteers
- Occasionally chaperones children on Fresh Air buses or public transportation
- Other responsibilities as required

## Required Skills

- Outstanding communication skills, written and verbal
- Ability to work successfully with a broad range of personality types
- Highly developed organizational skills and attention to detail
- Self-started with strong problem-solving skills
- Comfortable with basic technology functions (word, printing, etc.)
- Will demonstrate flexibility
- Ability to follow instructions
- Experience with volunteers and/or history of volunteer service helpful
- Mandarin and Spanish speakers are encouraged to apply

Compensation: \$15 per hour

Applicants must be at least 18 years old.

For the position that begins in April and transitions to full-time in May, the start date is April 1 (there is some flexibility on the start date and the part-time work can be flexible based on your schedule) and the full-time positions begin on May 19. Both positions conclude in mid-August (final date flexible).

Occasional travel may be required in the summer season.

*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.*

**Please make the subject line “Friendly Towns Internship Application” and include in your cover letter if you are available to begin part-time in April or if you are interested in starting full-time in May.** Please send cover letters and resumes to the Friendly Towns Team, The Fresh Air Fund, 633 Third Ave, 14th Floor, New York, NY 10017, email [friendlytowns@freshair.org](mailto:friendlytowns@freshair.org) or fax 212-681-0238. Please no phone inquiries.