



Instructor, Teen Training & Internship Program—Summer 2020

BACKGROUND

Since 1877, The Fresh Air Fund has worked with and provided free summer experiences to New York City children from low-income communities. More than 1.8 million children have been served through two core program areas, the Fresh Air Camps on Sharpe Reservation, and through visits to volunteer host families in states along the East Coast and into southern Canada. The Fresh Air Fund is an independent, not-for-profit organization. Today, thousands of boys and girls participate in Fresh Air programs each summer.

In response to the COVID-19 pandemic, The Fresh Air Fund made the heartbreaking decision to cancel its traditional camping and Friendly Towns (visiting host family) programs for Summer 2020, but we remain steadfast in our commitment to providing a fun and enriching summer to children from New York City's low-income communities. As such, The Fresh Air Fund is planning four programming opportunities to keep the magic of summer alive: Fresh Air Everywhere (virtual programming); Fresh Air Summer Spaces (NYC-based programming); Fresh Air Youth Internships, Credentialing & Training; and Fresh Air Family Wellness. All programming is free of charge.

The Fresh Air Fund is recruiting Instructors to work in our Fresh Air Youth Internships, Credentialing & Training programs this summer.

The Fresh Air Fund has a history of providing leadership training and career awareness for teens throughout many of summer and year-round programs. The Fund designed our teen program as a stipend-based model, through which teens ages 14-17 will be offered specialized programs with opportunities to earn credentials, internships and work experience. The Training and Internship programs will employ instructors who will create and implement project-based learning activities based on our job readiness, career exploration and leadership curriculums.

Under the direct supervision of the Program Manager of the Teen Training or Internship Program, Instructors will provide at least 3 hours of direct virtual supervision, leadership and guidance to teens age 14-17 in the Teen Training or Internship Program.

Responsible to: Program Manager, Teen Training or Internship Program

DUTIES/RESPONSIBILITIES

- Provide at least 3 hours of direct virtual supervision, leadership and guidance to camper per day. This includes supervising the group during the daily program activities and assisting with individual challenges as needed.
- Create a warm and welcoming environment for all campers.
- Create, plan and implement appropriate, engaging curriculum to foster student learning and create opportunity for deeper discussions and learning moments.
- Submit curriculum to Program Manager and Director for approval at least a week in advance.
- Assist mentors with understanding curriculum as needed.
- Ask for camper feedback to improve curriculum, including surveys and questionnaires.
- Structure class time effectively, including planning for breaks and group work if needed.
- Assume responsibility for the safety and well-being of campers, either virtually or within play streets.
- Actively engage with campers by having camera and audio on if providing virtual guidance. Consistently show high levels of energy and enthusiasm. Extremely punctual to all calls with campers and staff.
- Understand that campers come first and decisions should be made in the best interest of campers.
- Address stressful situations appropriately in a fast-paced, interactive environment.
- Be an active member of the virtual camp community by participating in all camp programming including camp-wide events and staff meetings.

- Review daily reports and a final evaluation for each camper written by mentors to help evaluate the students' needs, goals and progress during their camp experience.
- Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
- Explain and enforce the policies, traditions and rules of virtual camp.
- Invest time with campers to meet their needs, challenge their capabilities and serve as a role model during their time at Fresh Air Fund programming.
- Take ownership of the use and care of equipment, supplies, and technology.
- Be totally familiar with emergency procedures and follow them when necessary.
- Additional responsibilities as needed and assigned.

QUALIFICATIONS/EDUCATION EXPERIENCE

- Must be at least 18 years of age by the start of camp.
- At least three years of college or equivalent is preferred. College graduates are strongly preferred.
- A minimum of one-year experience working with children is required. Staff must be passionate about working with children. Experience working with children with special needs a plus
- Prior experience working with teens and/or facilitating workshops for teens is highly preferred
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- Excellent verbal and written communication skills required.
- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- Flexible and willing to accept challenges and step outside comfort zone.
- Successful completion of mandatory online orientation and ongoing professional development trainings.
- Available for the entire duration of the summer program.

Employment Period: July 6-August 21, 2020

Working Location: Remote

Hours per Week: Hours commitment 15—20 hours per week

Working Hours: Must be available to work between the hours of 1pm to 5pm, Monday-Friday

Compensation: \$17.50 an hour

Benefits: None

HOW TO APPLY

Please apply at <https://freshair.org/summer-2020-jobs/> All positions are at-will, but we ask that you apply only if you have a reasonable expectation of being available for the entire summer.

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.