

Summer Space Assistant Site Coordinator Summer 2020 Job Description

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. Still, 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.

Employment Opportunity: The Fresh Air Fund is recruiting Assistant Site Coordinators to work in our Summer Spaces programs. This is a 28-hour per week paid, seasonal position that may require evening and weekend hours. These positions are scheduled to begin in mid-July and will end in late-August 2020.

Under the leadership of the Summer Space Site Coordinators, the Assistant Site Coordinators work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces, and are responsible for the daily supervision and the delivery of all activities, ensuring all activities are age-appropriate, and adequately staffed and equipped.

Essential Duties & Responsibilities include, but are not limited to:

- Participate in all aspects of the Summer Space, including check-in/out, activities, equipment management, and supervision
- Directly supervise Activity Specialists and other assigned staff
- Ensure activities are engaging and age-appropriate
- Ensure the safety of children, staff, and equipment
- Maintain the cleanliness of the Summer Space facility
- Serve as acting Summer Space Site Coordinator, when Site Coordinator is offsite
- Ensure customer relations and satisfaction are among the top priorities of all program staff
- Other duties as assigned

Education and/or Experience:

- Minimum of 1 years of college, and 2 years of youth development experience, preferably in a leadership role
- Certified in CPR/First Aid preferred, but not mandatory
- Valid Driver's License may be required

Language Skills:

- Ability to read and interpret documents, such as safety rules, operating/maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively with guests, co-workers, participants, and groups

Reasoning Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables
- Ability to interpret written, oral, diagram or schedule form instructions

Physical demands and work environment: Physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- Sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear
- Lift and/or move equipment/materials weighing 20+ pounds
- Exposure to wet, humid, and hot/very hot conditions

Employment Period: Through late August 2020

Hours per Week: 35 hours per week

Compensation: \$20 per hour

Benefits: None

Interested candidates should apply at <https://freshair.org/summer-2020-jobs/>. 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.