

Summer Space 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* (teen programming); and *Fresh Air Family Wellness* (family programming). All programming is free of charge.

Employment Opportunity: The Fresh Air Fund is recruiting Summer Space Site Coordinator to work in our programs. This is a 40-hour per week paid, seasonal position that may require evening and weekend hours. These positions are scheduled to begin in early/mid-July and will end in mid/late-August 2020.

Under the leadership of the Summer Spaces Team Lead, the Summer Spaces Site Coordinators work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. Summer Space Site Coordinators are accountable for the daily supervision and operation of the Summer Space (Park, Play Yard, Street) and the delivery of age-appropriate activities.

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

- Manage all onsite aspects of the Summer Space, including check-in/out, activities, and equipment
- Supervise Summer Space staff, ensure staff expectations are met at the highest level
- Ensure the safety of children, staff, and equipment
- Maintain the cleanliness of the Summer Space facility
- Facilitate, and supervise the check-in and check-out process
- Monitor programs for age-appropriate activity
- Supervise all daily games and activities
- Ensure customer relations and satisfaction are among the top priorities of all staff
- Other duties as assigned

Education and/or experience:

- Minimum of two years of college
- At least three years of youth development experience – at least one of which in a leadership capacity
- Certified in CPR/First Aid preferred, but not mandatory
- Valid Driver's License may be required
- Bilingual a plus

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: 35-40 hours per week

Compensation: \$25 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.