



## Transportation Associate – Family Wellness

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Position Summary

The Fresh Air Fund is hiring a Seasonal Transportation Associate to support our Family Wellness Program this summer. The role requires the person to manage the arrivals and departures of Family Wellness participants. This will include scheduling train arrivals, departures, and shuttles to and from the Beacon train station. It will also include scheduling car service pick-ups and drop offs for families attending Camp Junior Family Wellness Day Trips. The ideal candidate is highly organized, a clear communicator and hard working with previous experience working in an office environment.

This position is based at Sharpe Reservation in Fishkill, NY. The Transportation Associate will report to the Director of Sharpe Reservation.

**Employment period:** Mid-June and runs through at least August 26, 2021.

**Hours per week:** Hours per week vary, maximum 40 hours per week. Weekend work required.

**Compensation:** \$14-\$16 per hour based on previous experience.

**Benefits:** None.

### Responsibilities

- Manage all aspects of transportation including all arrivals for residential Family Wellness Trips, including families taking the train and driving personal vehicles, and manage all car service trips for Camp Junior Day Trips.
- Work collaboratively with the Operations Coordinator, Facilities Manager, and Program Coordinators to schedule all pick-ups and drop offs at the Beacon Train station.
- Maintain organized records of families' arrival and departure plans.
- Organize and submit all family reimbursement forms.
- Cancel and reschedule any scheduled trips as needed.
- Confirm needed booster seats for Camp Junior Day trips.
- Be in constant communication with all families to confirm, reschedule and/or cancel transportation if needed.
- On arrival days, be in constant communication with families and car service company to trouble shoot any issues that may arise.
- Other duties as assigned.

### Qualifications

- Must be at least 18 years of age.
- Strong analytic skills with attention to detail.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.

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*because a summer can last a lifetime™*

- Ability to establish objectives, ownership of work, and accountability for results.
- Ability to comprehend and communicate complex information effectively to gain alignment.
- Outstanding communication skills, written and verbal.
- Basic office suite skills, including excel.
- 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.
- Interest in joining a youth development organization and supporting its mission and vision.

## **Application Instructions**

To apply please, submit an application by clicking on the **In-Person Sharpe Reservation Jobs** link at:

<https://freshairfund.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, 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.*