



Assistant Manager – Fresh Air Everywhere

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.

Position Summary

Fresh Air Everywhere, our virtual camp program, builds and maintains the community spirit of The Fresh Air Fund’s summer programs by giving children a safe and fun virtual experience to explore the world around them under the guidance of trusted Fresh Air Fund counselors and staff. While we bring the joy of camp experiences to children, we also aim to help address the “summer slide” in skills that this year’s prolonged school break will create for youth. Our lower camp is for children between the ages of 7 and 12 and will build on The Fund’s commitment to help children learn, grow, and thrive by providing new, enriching and FUN programming over a six-week period. Children can choose to participate in one of three 9-day sessions, in either the morning or afternoon.

The Fresh Air Fund is seeking organized, creative and supportive individuals who will work alongside the Program Manager of Fresh Air Everywhere to design and implement a quality summer enrichment program focused on preventing summer learning loss and strengthening campers’ social-emotional learning in a fun, energetic setting. Assistant Managers are responsible for all programmatic aspects of Fresh Air Everywhere as well as staff supervision for their respective age group – 7 to 9 year-olds or 10 to 12 year-olds.

This position is fully remote and reports directly to the Program Manager of Fresh Air Everywhere.

Employment Period: June 21, 2021 – August 27, 2021

Hours per Week: 35 hours per week

Working Hours: Must be available to work between the hours of 9am and 5pm, Monday to Friday

Compensation: \$25/hour

Benefits: None

Responsibilities

- Assume duties and responsibilities of the Program Manager during their absence.
- Responsible for ensuring that each virtual program area provides experiential learning opportunities for campers.
- Directly supervise 2 Bunk Leaders and indirectly their respective 16 Senior Counselors and 8 Interns.
- Be prepared to assume the role of Bunk Leader in the event of their absence.
- Explain and enforce the policies, traditions, and rules of virtual camp.
- Manage interpersonal and operational conflicts amongst camps, staff, and other members of the virtual camp community.
- Manage the evaluation and records keeping of staff and campers.
- Evaluate activity areas and staff to support and improve programming as necessary.
- Responsible for maintaining accurate inventory of supplies and equipment related to all activity areas.
- Be prepared to assume the role of any staff in the event of their absence.
- Observe and provide support to staff in their virtual activity space.
- Work with volunteer and partnering groups and help coordinate activities.
- Address stressful situations appropriately in a fast-paced, interactive environment.

the *Fresh Air* fund

because a summer can last a lifetime™

- Assume responsibility for virtual safety and virtual well-being of campers.
- Understand that campers come first and decisions should be made in the best interest of the campers.
- Explain and enforce the policies, traditions, and rules of virtual camp.
- Be an active member of the camp community by participating in all camp programming including camp-wide events and staff meetings.
- Demonstrate a caring, supportive, and professional demeanor.
- Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
- Invest time with campers and staff to meet their needs, challenge their capabilities, and serve as a role model during their time at virtual camp.
- Assume responsibility for the use and care of virtual camp equipment, supplies, and technology.
- Be totally familiar with emergency procedures and follow them when necessary.
- Additional responsibilities as assigned.

Qualifications

- Must be at least 18 years of age by July 5.
- At least three years of college or equivalent is preferred. College graduates are strongly preferred.
- Extensive experience as a general counselor or staff member in a residential camp setting. Prior supervisory experience preferred.
- Must be able to supervise in a fair and diplomatic manner.
- Access to a computer with conferencing capabilities, reliable phone line and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Passionate about working with children.
- Excellent verbal and written communication skill required. Previous public speaking experience a plus. Must be comfortable and creative with performing in front of a camera and able to improvise programming in case of technical difficulties.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- Flexible and willing to accept challenges and step outside comfort zone.
- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- Available for the entire duration of the summer program.
- Interest in joining a youth development organization and supporting its mission and vision.
- Successful completion of mandatory online orientation and ongoing professional development.

Application Instructions

To apply, please submit an application by clicking on the **Virtual Youth Development 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.