



## **Bunk Leader – 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](http://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 Assistant 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. Bunk Leaders are responsible for the daily supervision and management of up to 8 counselors and 4 interns, as well as their respective campers.

This position is fully remote and reports directly to the Assistant 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:** \$20/hour

**Benefits:** None

### **Responsibilities**

- Directly supervise counselors and interns which includes observing their virtual program, providing daily guidance and support, and evaluating them throughout the summer.
- Be prepared to assume the role of any counselor in the event of their absence.
- Explain and enforce the policies, traditions, and rules of virtual camp.
- Manage interpersonal and operational conflicts amongst campers, staff, and other members of the virtual camp community.
- Assist in the evaluation and record keeping of staff and campers.
- Assist with overseeing the ordering and control of general virtual camp equipment and supplies.
- Address stressful situations appropriately in a fast-paced, interactive environment.
- Assume responsibility for the 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.

# the *Fresh Air* fund

*because a summer can last a lifetime™*

- Explain and enforce the policies, traditions, and rules of virtual camp.
- Be an active member of the virtual 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 the 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 knowledgeable of all 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.*