



Senior Counselor – Friendly Towns Connect

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

The Friendly Towns Connect program aims to connect and build the Friendly Towns community by providing engaging virtual programming for NYC children and host families to participate in together. In a traditional summer, children from NYC visit with host families throughout 13 states and Southern Canada, but this year, NYC children and families and their host families will meet virtually to build and maintain this community. Friendly Towns Connect expands on The Fresh Air Fund's success in running virtual summer and year-round programs and creates an opportunity to build the connections between NYC children and families, host families, and volunteer leaders, providing a safe and fun virtual platform to build relationships.

The Friendly Towns Connect Senior Counselor facilitates engaging and interactive sessions for youth and adults (including collaborating with partners and designing certain aspects of the program, while implementing a curriculum). Senior Counselors will virtually facilitate programming for a large group of participants, including both youth and families (including adults). Programming will be based on social-emotional learning, relationship building, and youth development best practices. Senior Counselors will also support the initial set-up and coordination of the program by supporting with administrative and operational tasks, including calling references, matching NYC children/families with host families, and other duties as assigned.

This is a fully remote position that reports to the Friendly Towns Connect Programming and Partnerships Manager.

Employment Period: June 28, 2021 – August 23, 2021

Hours per Week: 25-35 hours per week

Working Hours: 10am-6pm (Monday-Thursday) and 9am-5pm (Friday)

Compensation: \$18/hour

Benefits: None

Responsibilities

- Plan aspects of and facilitate two 1.5-hour live virtual events each day (Monday-Thursday), providing direction and guidance to NYC families and host families, and support partners in leading Friday events.
- Plan activities for both large groups and for smaller groups in breakout rooms.
- Present in an engaging manner and actively engage with children and families with camera and audio on.
- Engage both youth and adults in programming.
- Show a high level of enthusiasm and energy.
- Begin all sessions on time and prepared to facilitate session.
- Implement engaging, fun, and developmentally appropriate lesson plans and activities based on guidance and supplies provided by The Fresh Air Fund and resources available.
- Assume responsibility for the virtual safety and engagement of children and families.
- Understand that youth come first and decisions should be made in the best interest of youth.



- Address stressful situations appropriately in a fast-paced, interactive environment.
- Be knowledgeable of emergency procedures and follow them when necessary.
- Participate in all programming including program and organization-wide events, staff meetings and trainings.
- Work cooperatively with other program staff, administrative staff, and full-time staff to facilitate successful programming.
- Explain and enforce Fresh Air policies, traditions, and rules.
- Serve as a role model for youth in programs.
- Create and/or suggest additional activities.
- Additional responsibilities as assigned.

Qualifications

- Must be at least 18 years old by July 5.
- At least 2 years of college or equivalent is preferred.
- A minimum of one-year experience working with children is required. Staff must be passionate about working with children. Experience working with children with special needs is plus.
- A minimum of one-year teaching experience (education-based setting or camp/programs setting) with a demonstrated ability to design activities based on experiential/active learning theory is strongly preferred.
- Experience facilitating to a diverse audience; including youth and adults.
- Experience with virtual facilitation and knowledge of best facilitation practices.
- Experience with volunteers or history of volunteer service is helpful.
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Excellent verbal and written communication skills required. Previous public speaking or facilitating experience strongly preferred. Must be comfortable and creative facilitating/performing in front of a camera and able to improvise programming in case of technical difficulties.
- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- 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.
- Successful completion of mandatory online orientation and ongoing professional development
- Available for the entire duration of the summer program
- 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 **Virtual Friendly Towns Connect 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.