



Operations Associate – Sharpe Reservation

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 Fresh Air Fund is hiring seasonal Operations Associates to assist with inventory management, logistics and driving. The role requires the person to assist with all areas of inventory, day-to-day logistics, and program supply delivery. The ideal candidate is hard working, personable, and detail oriented.

This position is based at Sharpe Reservation with occasional travel to Harriman State Park and New York City. This role reports to the Operations Coordinator.

Employment period: Mid-June to late August with the potential for September hours. *There is a mandatory orientation.*

Hours per week: Hours per week vary with a maximum of 40 hours per week.

Compensation: Salaries starts at \$14/hour.

Benefits: None

Responsibilities

- Distribute and separate supplies for all FAF summer programs.
- Pick up special-order items from local businesses.
- Pack, label and transport supply boxes to post office for Fresh Air Everywhere and Friendly Towns Connect virtual camps.
- Unload, organize and keep accurate inventory of different programs' supplies.
- Clean and maintain the warehouse and Camp Tommy Dining Hall.
- Make supply trips to NYC.
- Logistical set up and moving of supplies for events at camps.
- Other duties as assigned.

For staff over 21 with a valid driver's license, additional responsibilities may include:

- Pick up and drop off families at the Beacon train station.
- Pick up and drop off of supplies to NYC.
- Drive vehicles ranging in size from a golf cart to 15 passenger van.
- Other driving as needed.

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.