



Summer Spaces Assistant Site Leader

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's Summer Spaces program repurposes open streets across New York City into safe spaces for children to engage with each other through structured play outdoors in their own neighborhood. Summer Spaces operates in two sessions, from 9am-12 noon and from 1pm-4pm, Mondays through Thursdays. Approximately 60 children attend each week in one of twelve locations in Brooklyn, the Bronx, Queens, and Manhattan.

The Fresh Air Fund is recruiting Summer Spaces Assistant Site Leaders to work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. They are responsible for the daily supervision and the delivery of all activities, ensuring all activities are age-appropriate and adequately staffed and equipped. Summer Spaces is seeking staff who are positive role models in their communities and who have an interest in working in youth development.

All Summer Spaces roles are in-person and the Site Leader will report to the Summer Spaces Site Leader.

Employment Period: June 21, 2021 – August 19, 2021

Hours per Week: 38 hours per week

Work Schedule: 8am-5pm (Monday – Thursday), 8am-2:30pm (Friday)

Compensation: \$20 per hour

Benefits: None

Responsibilities

- Serve as acting Summer Space Site Leader when Site Leader is offsite.
- Directly supervise Counselors and Senior Counselors and program delivery.
- Ensure activities are engaging and age-appropriate through daily observations and coaching Senior Counselors.
- Assist Summer Spaces Site Leader in leading and directing all Summer Spaces site staff and interns.
- Assist Summer Spaces Site Leader in planning for and conducting weekly staff meetings.
- Effectively communicate with and train staff to be leaders and to embrace the Summer Spaces policies and procedures.
- Interpret and implement the objectives, standards, and activities outlined by The Fresh Air Fund as is appropriate for the Summer Spaces program.
- Provide guidance and instruction discipline to ensure a safe and positive environment for youth, staff, interns, and nonparticipating community members.
- Develop and facilitate training for assigned Summer Spaces staff with direction from Summer Spaces Site Leader.
- Ensure the incorporation of music, STEM, athletics, social recreation, and reading in an age-appropriate manner.
- Assist in providing leadership in the planning, implementation, and delivery of engaging programs for Summer Spaces participants.
- Maintain and care for applicable equipment supplies and ensure cleanliness and organization of the overall site.

- Ensure proper record-keeping, including participant registration and attendance, staff timesheets, Handbook signature page, and covid protocol checklists.
- Serve as a positive adult role model for Summer Spaces site through appropriate dress, speech, and attitude.
- Create an engaging environment that fosters a sense of belonging for all.
- Assist with the submission of reports, record-keeping and evaluations requested on time.
- Promote positive interactions with participants in accordance with child safety guidelines identified in Fresh Air Fund Handbooks.

Qualifications

- Minimum of 1 year of college and 2 years of youth development experience, preferably in a leadership role.
- Certified in CPR/First Aid preferred.
- Valid Driver's License strongly preferred.
- Must be able to multitask, be detailed oriented, and flexible.
- Ability to thrive in a fast-paced, dynamic, and rapidly-changing environment.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret written, oral, diagram, or schedule form instructions.
- Able to read and interpret documents, such as safety rules, operating/maintenance instructions, and procedure manuals written in English.
- Ability to write routine reports and correspondence in English.
- Ability to speak effectively with guests, co-workers, and groups.
- Bilingual abilities a plus.
- Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
- Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
- Comfortable with being exposed to wet, humid, and hot/very hot conditions.
- Must be willing to wear a mask at all times.

Application Instructions

To apply please, submit an application by clicking on the **In-Person NYC 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.