



Site Leader – Summer Spaces

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 Site Leaders to work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. Activity Specialists are responsible for facilitating daily age-appropriate activities. Summer Spaces staff are trained to engage children in meaningful ways through fun activities such as: sports, arts and crafts, music/dancing and instrument making, chess and other games, library/reading time, and STEM. 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 Manager.

Employment Period: June 21, 2021 – August 20, 2021

Hours per Week: 38 hours per week

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

Compensation: \$23 per hour

Benefits: None

Responsibilities

- Supervise and direct all Summer Spaces site staff and interns in all phases of their work.
- Plan for and conduct staff meetings weekly.
- 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 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 Manager.
- Ensure the incorporation of music, STEM, athletics, social recreation, and reading in an age-appropriate manner.
- Provide 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 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.
- Submit 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 two years of college.
- At least three years of youth development experience—at least one of which in a leadership capacity.
- Certified in CPR/First Aid preferred.
- Valid Driver’s License strongly preferred.
- Must be able to multitask and be detailed oriented and flexible.
- Bilingual abilities a plus.
- 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.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret written, oral, diagram or schedule form instructions.
- 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.