

Assistant Manager – Summer Teen Academy, Credentialing Programs

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 has a history of providing leadership training and career awareness for teens throughout its many summer and year-round programs. In 2020, The Fund designed our *Summer Teen Academy* as a stipend-based model, through which teens ages 13-17 are offered specialized programs with opportunities to earn credentials, gain valuable job/career readiness skills, and participate in internships thereby obtaining real world, work experience. The credentialing programs are being offered in partnership with universities and nonprofits. The program will employ counselors who guide and participate alongside teen participants and support faculty and staff of partner organizations.

The Fresh Air Fund is seeking organized, creative, and supportive individuals with excellent communication skills to work as Assistant Managers in our Summer Teen Academy. In conjunction with the Program Manager, the Assistant Manager will oversee the daily operations of their assigned program and will serve as a member of the Summer Teen Academy's management team.

We are seeking an Assistant Manager for each of the following specific programs:

The Virtual Design Studio is a partnership with the University of Pennsylvania, Weitzman School of Design that explores architecture and offers an opportunity to think about how designs can advance activism and create the future you want to see and build.

The Entrepreneurship program focuses on financial literacy, financial wellness, and basic business concepts. IN partnership with Youthful Savings, FAF participants work to create a business and earn a stipend and certificate.

The Environmental Leadership program is a partnership with the National Outdoor Leadership School (NOLS) which explores leadership skills and environmental education designed to develop student's wilderness skills, interest in environmental studies, and the exploration of self and community.

The Video Game Design program is a partnership with Urban Arts/SIA that focuses on introducing computer science through video game design. Participants are exposed to computer programming (coding) and further explore education and career opportunities in the field.

This position is remote but please note that there may be in-person opportunities for staff and participants to meet in NYC a few times throughout the program. Participation is strongly encouraged but not required. This position reports directly to the Program Manager – Summer Teen Academy.

Employment Period: June 20, 2021 – August 27, 2021

Hours per Week: 20-30 hours per week

Working Hours: Must be available to work between the hours of 9am and 5pm, Monday to Friday

Compensation: \$25/hour

Benefits: None

Responsibilities

- Strive for excellence in delivering quality programs by meeting defined program goals and ensuring measurable outcomes through observation and evaluations of programs and staff.
- Serve as a role model for staff and provide supervision, guidance, and trainings as necessary.
- Serve as point person with Partner Organization, if applicable, to ensure smooth delivery of programming, including regular check-ins to assess how programming is running.
- Assume responsibility for the virtual safety and virtual well-being of campers
- Assist in the evaluation and record keeping of staff and campers.
- Conduct Orientation for program staff including an introduction to program, curriculum and expectation of staff.
- Check in weekly with instructor and mentoring staff on staff needs, camper needs and program needs.
- Check-in live group sessions during the week.
- Assist Counselors in contacting families in case of missed classes, inappropriate behavior or personal needs.
- Manage interpersonal and operational conflicts amongst campers, staff, and other members of the virtual camp community.
- Be prepared to assume the role of any Counselor in the event of their absence.
- Ensure Counselors attend professional development sessions.
- Understand that campers come first and decisions should be made in the best interest of the campers.
- 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 totally familiar with 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 youth development 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 and youth adults.
- Excellent verbal and written communication skills 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
- Successful completion of mandatory online orientation and ongoing professional development.
- 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 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.