

Site Monitor – Summer Teen Academy, Youth Internship Program

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 recruiting Site Monitors to work in the Summer Teen Academy's Youth Internship Program (YIP), which provides teens ages 16 and 17 with youth development internships in The Fund's virtual and in-person summer programs. Site Monitors are responsible for providing mentorship to our interns, supporting our internship site partners with any intern related issues, and supporting the Program Manager with the design and implementation of professional development and training.

This position can be either fully remote or a hybrid role. 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. Site Monitors report directly to the Program Manager – Summer Teen Academy (YIP).

Employment Period: June 28, 2021 – August 20, 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: \$20/hour

Benefits: None

Responsibilities

- Provide each assigned intern with at least a half-hour a week of individual meeting time to provide professional guidance on their internship placement/performance and resume support.
- Ensure that each intern leaves with a fully completed and updated resume, including listing their summer experiences.
- Serve as a role model for all interns.
- Create a warm and welcoming environment for all interns.
- Assist the Program Manager – Summer Teen Academy (YIP) with virtual curriculum development for professional development sessions each Friday.
- Facilitate said curriculum within small group settings with assigned interns each Friday.
- Visit each intern's worksite to check on intern's performance. Please note, worksites could be virtual or in-person.
- Seek intern feedback to improve curriculum, including surveys and questionnaires.

- Take notes on interns' performance to discuss during weekly meetings.
- Observe interns' performance and professionalism while at their worksites, including time management and customer service skills.
- Provide direct supervision, leadership and guidance to interns, including addressing any behavior management issues.
- Support interns by getting clarification on issues or miscommunications they may experience with worksite staff, and advocate appropriately.
- Assume responsibility for the safety and well-being of interns, either virtually or within play streets.
- Actively engage with campers by having camera and audio on if providing virtual guidance. Consistently show high levels of energy and enthusiasm. Extremely punctual to all calls with campers and staff.
- Understand that campers come first and decisions should be made in the best interest of campers.
- Be totally familiar with emergency procedures and follow them when necessary.
- Additional responsibilities as needed and 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.
- 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 a plus.
- Prior experience working with teens and/or facilitating workshops for teens is highly preferred. Prior supervisory experience preferred.
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Must be able to supervise in a fair and diplomatic manner.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- Excellent verbal and written communication skill 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.
- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- Flexible and willing to accept challenges and step outside comfort zone.
- Successful completion of mandatory online orientation and ongoing professional development trainings.
- 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 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.