



Operations Coordinator

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit either volunteer host families in rural and suburban communities along the East Coast and Southern Canada, attend six Fresh Air camps in New York's Mid-Hudson Valley, or participate in other outdoor programs run by The Fresh Air Fund. Young people also participate in year-round leadership and educational programs offered by The Fund. In Summer 2020, during the difficult realities of COVID- 19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual program models to support youth in New York City.

Position Summary

The Fresh Air Fund is hiring an Operations Coordinator to support The Fresh Air Fund's six summer camps. This role manages the camp-wide warehouse inventory system including purchasing and sourcing specialized products. This person also hires and manages a small team of summer staff. The ideal candidate is organized, has strong interpersonal skills and has previous experience with inventory and warehouse management.

This is a full-time position that is scheduled to start late-October/mid-November 2021. This position is based in our Fishkill office at Sharpe Reservation with occasional travel to our New York City Office. The role is fully in-person and will report to the Director of Sharpe Reservation.

Responsibilities:

- Manage camp-wide warehouse inventory system and overall organization of warehouse and inventory;
- Responsible for ordering and bidding supplies for year-round and summer programs;
- Manage vendor relations for all companies used to source supplies and actively seek out new connections and partnerships;
- Work with FAF team leaders and department heads to pre-plan departmental needs and goals for summer program supplies;
- Observe, review and analyze processes to identify inefficiencies and areas where improvements could be made;
- Manage kitchen inventories and supply needs;
- Coordinate year-round security schedule, cleaning services and other operational needs;
- Assist Program Coordinators and Director of Sharpe Reservation with USDA summer food service program and school breakfast and lunch program;
- Coordinate services as needed such as copy machines, portable toilets, dumpsters, etc.;
- Support NYC office as needed including volunteer groups, transportation, etc.
- Coordination of special events such as All-Staff, Camp Day, etc.;
- In coordination with Program Coordinators, manage on-call evenings and weekend duties;

- Coordinate transportation during the summer such as van runs, medical runs, off-camp trips, volunteer days, etc.;
- Provide support for off-season groups such as meet and greets, welcome orientations, coordinating supplies and troubleshooting any issues that arise to meet the needs of groups; and
- Additional responsibilities as assigned.

Qualifications

- Minimum of two years of related work experience;
- Bachelor's Degree preferred;
- Ability to multitask, work independently, meet deadlines and problem solve;
- Flexibility to work evenings and weekends as necessary;
- Desire to work with a diverse population of people;
- Must have a valid driver's license;
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude;
- Outstanding written and verbal communication skills;
- Ability to work successfully with a broad range of personality types;
- Highly developed organizational skills and attention to detail;
- Self-starter with strong problem-solving skills; and
- Interest in joining a youth development organization and supporting its mission and vision.

All Fresh Air Fund employees must be fully vaccinated against COVID. Please contact hr@freshair.org for information about reasonable accommodation.

Salary & Benefits

The salary range for this role is \$48,000-\$52,000 and is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, and employer and employee retirement contribution plans.

Application Instructions

To apply, please submit an application and cover letter at: <https://fafjobs.workbrightats.com/jobs/>. Applications without a cover letter will not be considered. 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.