



Program 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 a full-time Program Coordinator to be an integral member of the programming staff for The Fund's year-round and summer programs. In addition, the Program Coordinator serves as a team member of the Sharpe Programming Staff and holds several responsibilities on Sharpe Reservation. The role requires the person to assist with logistics, facilitation, hiring, maintenance, and supervision in one or more of the following program areas: farm education, adventure course, waterfront and/or health and safety. The ideal candidate is curious, goal-oriented, and hard working with previous experience working in the environmental education, agricultural education and/or outdoor education field.

This is a full-time position that is scheduled to begin in late October/early November 2021. This position is in-person and based in our Fishkill office at Sharpe Reservation. The role will report to the Director of Sharpe Reservation.

Responsibilities

- Monitor, evaluate, and assess overall quality and programming of per-diem and seasonal staff in coordination with all Program Coordinators;
- 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;
- With the Program Coordinator team, oversee and coordinate a comprehensive environmental program which includes teaching and developing curriculum that fits the learning standards and curriculum intent of the user group;
- Facilitate presentations about Sharpe Reservation and programs to user groups;
- Collaborate with staff to organize and run annual public events and coordinate event volunteers;
- In coordination with other Program Coordinators, manage on-call evenings and weekend duties;
- During the summer season, facilitate all aspects of the farm education program and/or waterfront and lifeguard training. This includes hiring, supervision and evaluation of staff in the program area;
- Assist in compliance for the Department of Health, American Camp Association and USDA Summer Food Service Program standards and procedures;
- Maintain organic vegetable garden. Coordinate volunteers to assist as necessary;
- During summer season, serve as principal liaison to One Sight program;

- During summer season, support FAF staff at Riverbank State Park for camper departures and returns; and
- Additional responsibilities as assigned.

Qualifications

- Bachelor's Degree in an environmental-related field, environmental science, outdoor recreation, biology, etc. preferred;
- Minimum of three years of work at an environmental center, camp or other related facility;
- Must have valid driver's license;
- Experience working in one or more of the following program areas: farm education, adventure course, waterfront and/or health and safety;
- Experience managing staff, developing schedules, and developing interactive programming preferred;
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude;
- Outstanding written and verbal communication skills;
- Flexibility to work evenings and weekends as necessary;
- 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 \$50,000-\$55,000 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.