

the *Fresh Air* fund  
*because a summer can last a lifetime™*  
**CAMP SUPPORT SERVICES COORDINATOR**

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](http://www.FreshAir.org).

### **Position Description**

Camp Support Services Coordinators are part of the camp team and provide assistance to campers with behavioral issues, mental health concerns and emotional wellbeing. They will also help staff troubleshoot and problem-solve ways to work with campers experiencing challenging emotions or behaviors and address issues with group dynamics and conflict resolution. They serve as a liaison between counselors, Village Leaders, parents, and Camp Leadership, ensuring that communication is seamless, and everyone involved is doing their part to set campers up to have a successful and fun summer.

*The Camp Support Services Coordinator reports to the Camp Director.*

### **Responsibilities**

1. Responsible for assisting staff members with handling camper behavior issues. This includes reviewing daily camper reports and providing support and guidance to staff members who have challenging campers.
2. Provide immediate support to staff members who require additional assistance in difficult situations and help to resolve conflicts between campers.
3. Work on a one-to-one basis with campers who require additional support and update camp staff about behavior plans or behavior contracts made with campers.
4. Communicate with administrative staff and General Counselors regarding campers' behaviors, general health, and well-being.
5. Answer phone calls from parents to update them on their child's daily progress at camp. Communicate with Village Leaders and Administrative staff about these phone calls.
6. Meet with Support Services Coordinator Supervisor individually and in group sessions to discuss common issues and receive supervision.
7. Relay to Camp Director and Support Services Coordinator Supervisor any concerns or needs a camper might need upon returning home so that resources shared with the family.
8. Keep documentation of all interventions and communication.
9. Address stressful situations appropriately in a fast-paced, interactive environment.
10. Value each camper as a unique individual and recognize individual needs.
11. Assume responsibility for safety and well-being of campers.

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12. Have a clear understanding of camp rules relating to addressing behavior issues and how to treat campers.
13. Accompany villages who may require additional support in activities including hikes and overnights.
14. Obtain paperwork from Village Leaders and follow up on any pending documentation.
15. Accompany campers who are leaving camp early on the train back to FAF's NYC office.
16. Communicate any concerns regarding the physical and mental health and overall wellbeing of campers to the Camp Director.
17. Plan and design workshops relating to challenging behavior and methods of addressing it.
18. Assist Camp Director, Assistant Director, and Program Directors with daily duties.
19. Understand that campers come first and decisions should be made in the best interest of the campers.
20. Explain and enforce the policies, traditions, and rules of camp.
21. Be an active member of the camp community by participating in camp programming including camp-wide events, overnights, hikes, swimming, activities, and village meetings. This includes but is not limited to: going on hikes in the woods on camp property and going in the water during swimming activities. At times, lifting heavy objects may be necessary.
22. Demonstrate a caring, supportive, and professional demeanor, including avoiding fraternizing with general staff while on/off duty.
23. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
24. Invest time with campers and staff to meet their needs, challenge their capabilities, and serve as a role model during their time at camp.
25. Understand that the position involves living in cabins with little to no privacy and eating all meals with campers in a large, noisy dining room. Time off each encampment will be arranged by a supervisor.
26. Assume responsibility for the use and care of camp equipment and facilities.
27. Be totally familiar with emergency procedures and follow them when necessary.
28. Additional responsibilities as needed and assigned.

### **Qualifications**

1. Must be at least 18 years of age by the start of camp.
2. At least three years of college or equivalent is preferred. College graduates are strongly preferred.
3. Should have extensive experience as a general counselor or staff member in a residential camp setting. Prior supervisory experience preferred.
4. Must be able to supervise in a fair and diplomatic manner.
5. Passionate about working with children.
6. Interested in working and living in the outdoors for the summer.
7. Emotionally mature with a willingness to work as a team player.
8. Flexible and willing to accept challenges and step outside comfort zone.
9. Able to maintain a positive attitude.

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10. Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
11. Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
12. Comfortable with being exposed to wet, humid, and hot/very hot conditions.
13. Driver's license preferred.
14. Available for the entire duration of the summer program.

**Employment Period:** June 13, 2022 – August 3, 2022

**Compensation:** Salaries are \$2,700-\$3,000 and are commensurate with experience

**Benefits:** None

**Application Instructions**

To apply, please submit an application 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.*