



## OFFICE MANAGER

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

Office Managers are responsible for keeping the camp office organized and running smoothly. Office Managers answer all incoming phone calls and serve as the first point of contact for parents who are calling camp about their children. They are responsible for mail management, maintaining files and camp paperwork, and reconciling camper, cabin, and bus lists in the online database each session. Office Managers work directly with the Camp Director and administrative staff as well as with all members of the camp community, including camp staff and NYC office staff.

*Office Managers report to the Camp Director.*

### Responsibilities

1. Maintain office services by organizing office operations and procedures, sorting mail and correspondence, designing filing systems and reviewing and approving supply requisitions.
2. Answer the phone in a professional manner and provide information to parents, camp staff, and other callers as needed.
3. Responsible for reconciling camper, cabin, and bus lists in the online database each session.
4. Relay important information to the Camp Director and other appropriate administrative staff.
5. Manage the call back system between administrative staff and parents.
6. Prepare arrival and departure days paperwork.
7. Coordinate with the Operations team to ensure completion of orders, requisition of supplies, and any other required paperwork/forms.
8. Support the Administrative team with special projects.
9. Maintain yearly records including, but not limited to, orientation schedules and workshop designs, staff lists, camper reports.
10. Communicate with other camps to coordinate the use of shared supplies.
11. Responsible for daily meal counts for the USDA Food Service Program.
12. Keep the camp office organized and running smoothly.
13. Address stressful situations appropriately in a fast-paced, interactive environment.
14. Understand that campers come first, and decisions should be made in the best interest of campers.
15. Assume responsibility for the safety and well-being of campers.

# the *Fresh Air* fund

*because a summer can last a lifetime™*

16. Be an active member of the camp community by participating in all camp programming including camp-wide events, overnights, hikes, swimming, ropes courses, activities, and village meetings.
17. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
18. Explain and enforce the policies, traditions, and rules of camp.
19. 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.
20. Invest time with campers to meet their needs, challenge their capabilities, and serve as a role model during their time at camp.
21. Understand that the position involves living in cabins with little to no privacy and eating all meals in a large, noisy dining room. Time off during each encampment will be arranged by a supervisor.
22. Assume responsibility for the use and care of camp equipment and facilities.
23. Be totally familiar with emergency procedures and follow them when necessary.
24. Additional responsibilities as needed and assigned.

## **Qualifications**

1. Must be at least 18 years of age by the start of camp.
2. At least one year of college or equivalent is preferred.
3. Must have prior experience working in an office with strong phone skills.
4. Bilingual language skills are a plus.
5. Have an interest in working with children.
6. Driver's license is highly preferred.
7. Interested in working and living in the outdoors for the summer.
8. Emotionally mature with a willingness to work as a team player.
9. Flexible and willing to accept challenges and step outside comfort zone.
10. Able to maintain a positive attitude.
11. Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
12. Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
13. Comfortable with being exposed to wet, humid, and hot/very hot conditions.
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.*