

the *Fresh Air* fund  
*because a summer can last a lifetime™*  
**PROGRAM SPECIALISTS**

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**

Program Specialists are assigned to a specific activity area during the day and are responsible for developing lesson plans and teaching four to six one-hour activity periods each day, providing supervision and guidance to campers. Activities include but are not limited to: Art, Athletics, Ceramics, Chess, Coding, Creative Writing & Journalism, Culinary Arts, Dance, Drama, Fashion and Sewing, Martial Arts, Music, Nature and Hiking, Outdoor Living Skills & Pioneering, Photography, Robotics, SCRATCH & STEAM, Sign Language, SEL, Video & Film, and Yoga. When not teaching or in scheduled prep time, program specialists work as a General Counselor in assigned village, living in cabins with campers and assume responsibility for their safety and well-being.

*Program Specialists report to the Director of Specialists.*

### **Responsibilities**

1. Plan and teach four to six one-hour classes each day, providing supervision and guidance to campers.
2. Supervise the staff assigned to activity area, utilizing their skills to enhance the program.
3. Responsible for ordering and maintaining equipment and supplies and keeping the program area clean. This may include lifting heavy supplies and program equipment.
4. Prepare and submit reports, evaluations, supply requests and inventories as requested by the Director of Specialists.
5. When not teaching or in scheduled prep time, work as a General Counselor in assigned village.
6. Provide 24-hour-a-day direct supervision, leadership and guidance to campers with assigned co-counselors. This includes supervising the group in between and during the daily program, planning cabin activities, eating meals with campers and behavior management.
7. Assume responsibility for the safety and well-being of campers.
8. Live in a cabin with 6-12 campers and co-counselors for the full duration of each camp session. Time off during each encampment will be arranged by a supervisor.
9. 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.
10. Understand that campers come first and decisions should be made in the best interest of campers.

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11. Address stressful situations appropriately in a fast-paced, interactive environment.
12. Be an active member of the camp community by participating in all 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.
13. Write daily reports and a final evaluation for each camper to help evaluate their needs, goals and progress during their camp experience.
14. Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
15. Explain and enforce the policies, traditions, and rules of camp.
16. Invest time with campers to meet their needs, challenge their capabilities and serve as a role model during their time at camp.
17. Take ownership of the use and care of camp equipment and facilities.
18. Be totally familiar with emergency procedures and follow them when necessary.
19. Additional responsibilities as needed and assigned.

## **Qualifications**

1. Must be at least 18 years of age by the start of camp.
2. At least two years of college or equivalent is preferred.
3. A minimum of one-year experience working with children is required. Staff must be passionate about working with children.
4. One year of teaching experience in specialty area is highly preferred with a demonstrated ability to design activities that are based on experiential/active learning theory.
5. Interested in working and living in the outdoors for the summer.
6. Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
7. Flexible and willing to accept challenges and step outside comfort zone.
8. Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
9. Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
10. Comfortable with being exposed to wet, humid, and hot/very hot conditions.
11. Available for the entire duration of the summer program.

**Employment Period:** June 15, 2022 – August 3, 2022

**Compensation:** Salaries are \$2,200 - \$2,500 and are commensurate with experience

**Benefits:** None

## **Application Instructions**

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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.*