

## SPRING COMMUNITY OUTREACH ASSOCIATES

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. Summer 2022 marks the year that The Fresh Air Fund will bring back and run our traditional camp and Friendly Towns programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Position Summary

The Fresh Air Fund is recruiting Spring Community Outreach Associates to work within our Community Outreach Team. Community Outreach Associates will work directly with Community Outreach Managers and help to spread awareness of The Fresh Air Fund's summer programs. They will outreach to NYC communities and help to deepen and strengthen our relationships with community organizations, schools, faith-based institutions, and various community partners. They will manage registration events, present about The Fresh Air Fund summer programs and recruit children and families to apply for summer programs.

### Responsibilities

- Canvas and give presentations virtually and in-person platforms for different stakeholder
- Implement department recruitment strategies, which may include:
  - Preparing materials for community partners and recruitment events.
  - Staffing events and tabling at various agencies .
  - Helping with mailings and other appropriate follow-up with community partners and our families .
- Assist with application review and processing .
- Communicate and assist parents with completing applications.
- Manage a high volume of phone calls regarding summer programs, application process and child application status.
- Other duties as assigned.

### Qualifications

- Must be 18+ years of age.
- Strong organizational skills and detail oriented.
- Outstanding interpersonal and communication skills.
- Comfort speaking with families over the phone and in person.
- Patient and friendly, with a high degree of professionalism.

# the *Fresh Air* fund

*because a summer can last a lifetime™*

- Strong computer skills.
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL).
- Interest in joining a youth development organization and supporting its mission and vision.

**Employment Period:** February 2022 through late May / early June 2022

**Hours per Week:** up to 28 hours per week

**Working Hours:** Staff will be assigned work hours that fall between 9am-7pm, with shifts varying from 9am-5pm, 10am-6pm, and 11am-7pm

**Compensation:** \$15 / hour

**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.*