



## **SHARPE RESERVATION OFFICE ASSOCIATE**

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).

The Fresh Air Fund also owns and operates the Sharpe Reservation which houses five of the six Fresh Air Camps, the Sharpe Reservation Environmental Center which serves over 18,000 visitors each year. The Fresh Aid Fund also operates Camp Junior, a camp for young people from the Bronx in Harriman State park.

### **Position Summary**

The Fresh Air Fund is seeking an organized, creative, and supportive individual with excellent communication skills to serve as an Office Associate. Office Associates complete various tasks, including either serving as an assistant to both the Office Manager and the whole Sharpe Team. As an Office Associate, you will use your communication, interpersonal, and organizational skills to contribute to making summer a success for thousands of NYC children.

This is an in-person position based at Sharpe Reservation in Fishkill, NY and reports to the Office Manager.

### **Responsibilities**

1. Assist with summer paperwork.
2. Answer and direct phone calls and emails.
3. Welcome and direct groups at the gate.
4. Gather information for, prepare, and distribute the summer program packets.
5. Assist with scanning and organization of accounts payable.
6. Other duties as assigned.

### **Qualifications**

1. Outstanding communication skills, both written and verbal.
2. Ability to work successfully with a broad range of personality types.
3. Highly developed organizational skills and attention to detail.
4. Self-started with strong problem-solving skills.
5. Comfortable with basic technology functions (word, printing, etc.).
6. Will demonstrate flexibility.
7. Ability to follow instructions.
8. Experience with office and administrative work is helpful.



9. Interest in joining a youth development organization and supporting its mission and vision

**Employment Period:** Mid-June 2021 until August 22, 2021. *There is a mandatory orientation .*

**Hours per week:** Hours per week vary, maximum 40 hours per week.

**Compensation:** Salaries start at \$15/hr.

**Benefits:** None

### **Application Instructions**

To apply please, submit an application by clicking on the **Sharpe Reservation Staff Application** link 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.*