



## **SHARPE RESERVATION OPERATIONS 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 Sharpe Reservation is recruiting Operations Associates for our summer programs. Operations Associates work up to 40 hours per week, including regular weekend work. Summer season begins in June and goes until August with the potential for additional work in the Fall.

Operations Associates support all Fresh Air summer programs with inventory management, logistics, and driving. Operations Associates are responsible for supporting the day-to-day logistic and supply management for all summer programs. A current driver's license is preferred.

### **Responsibilities**

Operations Assistants work under the supervision of the Operations Coordinator. They help with all aspects of logistics for all Fresh Air summer programs. Responsibilities include but are not limited to:

1. Distributing and separating supplies for all FAF summer programs.
2. Picking up special-order items from local businesses.
3. Packing supply boxes for Fresh Air Everywhere virtual camp
4. Unloading, organizing, and keeping accurate inventory of different programs supplies.
5. Cleaning and maintaining warehouse and Camp Tommy Dining Hall.
6. Making supply trips into NYC.
7. Logistical set up and moving of supplies for events at camps.
8. Other duties as assigned.

*For staff over 21 additional responsibilities may include:*

- Picking up and dropping off families at the Beacon train station
- Picking up and dropping off supplies to NYC
- Driving vehicles ranging in size from a golf cart to 15 passenger van.
- Other driving as needed.



## Qualifications

1. Age: Must be at least 16+ years of age.
2. Personal: Must be in good general health, able to lift heavy objects on a regular basis.
3. Must have the ability to be flexible and adjust to changes quickly.
4. Must have the ability to work independently and in a team environment.
5. Handle concerns and issues in a constructive manner.
6. Excellent written and oral communication skills.
7. Proficient with basic computer skills.
8. Driver's license preferred.

**Employment Period:** Summer employment extends from mid - June to late August with the potential for September hours. *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.*