

Friendly Towns Program Intern

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.

Position Summary

The Fresh Air Fund is currently recruiting Friendly Towns Program Interns to work within our Friendly Towns department **beginning in May 23rd through mid-August!**

Friendly Towns is a signature program area for FAF from the organization's historical roots. Traditionally, Fresh Air children are recruited from communities across New York City and welcomed into the homes of volunteer Host Families across 14 states from North Carolina and Virginia to Maine and Vermont, and into southern Canada for a one-week visit. A robust network of over 400 Volunteers serves as key ambassadors and program partners in communities. These Volunteers serve as Fund Representatives, Chairs, and Committee Members, working to support and develop their local Friendly Towns, and as such, are responsible for the Friendly Towns program at the local level. These Volunteers recruit new volunteer Host Families, interview prospective families, support local outreach and marketing opportunities, and support the summer season when FAF children visit the area. The Friendly Towns Volunteers are supported by a team of professionals in NYC's FAF offices.

For Summer 2022, the Friendly Towns program will be operating on a limited basis. The focus will be on reconnecting returning experiences, youth returning to visit their same host families from previous summers within geographical areas 3 hours driving distance from NYC.

This role will be a hybrid position and your time will be split between working remotely, in the FAF NYC Office and Riverbank Park.

Responsibilities

- Communicates effectively with Friendly Towns Staffs, Volunteers, and program participants
- Provides administrative assistance to Friendly Towns Managers and entire Friendly Towns team
- Assist with application review and reference checks
- Answers emails and phone calls to support Volunteers in the field
- Creates positive working relationships with all members of the NY office and Volunteers
- Support with bus departures and returns
- Occasionally chaperones children on Fresh Air buses or public transportation
- Other duties as assigned.

Qualifications

- Applicants must be at least 18 years old
- At least one year of college or equivalent. College graduates are preferred.

- Outstanding communication skills, written and verbal
- Ability to work successfully with a broad range of personality types
- Highly developed organizational skills and attention to detail
- Self-started with strong problem-solving skills
- Comfortable with basic technology functions (Microsoft office, printing, etc.)
- Will demonstrate flexibility
- Ability to follow instructions
- Experience with volunteers and/or history of volunteer service helpful
- Available for the entire duration of the summer program
- Mandarin and Spanish speakers are encouraged to apply
- Interest in joining a youth development organization and supporting its mission and vision.

Employment Period: May 23rd to mid-August (final date flexible)

Hours per Week: 35 hours / week

Compensation: \$15 / hour

Benefits: None

Application Instructions

To apply, please submit a [Friendly Towns Program Intern](#) application. 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.

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19 to work at The Fresh Air Fund. We adopted this policy to safeguard the health of our employees and their families, Fresh Air children and families, and the community at large from infectious diseases. An individual is considered fully vaccinated two or more weeks following receipt of the second dose in a 2-dose series of a COVID-19 vaccine, or two or more weeks following receipt of one dose of a single dose COVID-19 vaccine.