



## Activity Specialist – Summer Spaces

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 Summary

The Fresh Air Fund's Summer Spaces program repurposes open streets across New York City into safe spaces for children to engage with each other through structured play outdoors in their own neighborhood. Summer Spaces operates in two sessions, from 9am-12 noon and from 1pm-4pm, Tuesdays through Fridays. Approximately 60 children attend each week in one of four locations in Brooklyn, the Bronx, Queens, and Manhattan.

The Fresh Air Fund is recruiting Activity Specialists to work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. Activity Specialists are responsible for facilitating daily age-appropriate activities. Summer Spaces staff are trained to engage children in meaningful ways through fun activities such as: sports, arts and crafts, music/dancing and instrument making, chess and other games, library/reading time, and STEM. Summer Spaces is seeking staff who are positive role models in their communities and who have an interest in working in youth development.

All Summer Spaces roles are in-person. Staff will be assigned to a site location upon hiring but please note that travel to or assignment at other sites may be required as needed. Advanced notice of at least 24 hours will be given for any site location changes. The Activity Specialist will report to the Summer Spaces Supervisor.

**Employment Period:** June 27, 2022—August 12, 2022

**Hours per Week:** 23 hours per week

**Work Schedule:** Tuesday—Friday, 8am-5pm

**Compensation:** \$20 per hour

**Benefits:** None

### Responsibilities

#### *Program*

- Oversee and lead day-to-day program activities in accordance with established standards and goals.
- Plan and teach activities each session, providing supervisor and guidance to participants.
- Supervise the staff assisting with activity areas, utilizing their skills to enhance the program.
- Set up, monitor, and break down all equipment and activities.
- Ensure participants are encouraged to participate in a variety of daily activities.
- Identify and respond to factors that give rise to feelings of exclusion; atypical behavior or appearance.
- Prepare and deliver both structured and unstructured activities that foster group development and team-building.

#### *Leadership*

- Demonstrate leadership to assure appropriate conduct and safety of Summer Spaces participants and staff.
- Cultivate Summer Spaces' culture of excellence in program delivery.
- Lead Counselors and Interns to support participants' active engagement in daily program activities.



### *Resource Management*

- Ensure compliance with all Fresh Air Fund policies and procedures as outlined in Staff Handbook.
- Manage Summer Spaces resources, including equipment and supplies.
- Support Summer Spaces Supervisor in ensuring record keeping and reporting for all the Summer Spaces program is done properly.
- Support Summer Spaces Supervisor in maintaining Summer Spaces wide excellence in customer service.
- Monitor and support participants through risk management and appropriately report concerns about issues of child safety regulations.

### *Additional Responsibilities*

- Ensure a team-based work environment by communicating effectively and positively with supervisors, co-workers, volunteers, and other community partners.
- Be able to actively maintain program space, which includes cleaning and sanitizing high touch point areas throughout the program space, using established practices and procedures.
- Additional responsibilities as assigned.

### **Qualifications**

- High school diploma or higher with some college preferred.
- Prior youth development required. Prior activity facilitation experience preferred.
- Certified in CPR/First Aid preferred but not mandatory.
- Ability to thrive in a fast-paced, dynamic, and rapidly changing environment.
- Able to read and interpret documents, such as safety rules, operating/maintenance instructions, and procedure manuals written in English.
- Ability to write routine reports and correspondence in English.
- Ability to speak effectively with guests, co-workers, and groups.
- Bilingual abilities a plus.
- Must be able to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
- Able to regularly lift and/or move equipment and supplies weighing 20+ pounds.
- Comfortable with being exposed to wet, humid, and hot/very hot conditions.

### **Application Instructions**

To apply, please submit a [Summer Spaces Activity Specialist 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***

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

***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.***