



## Health and Safety Coordinator – 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 Health and Safety Coordinators to work in our programs. Health and Safety Coordinators will work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. Health and Safety Coordinators will work closely with Summer Spaces Supervisors to assist in ensuring healthy, safe play environments for children by being aware of safety protocols and helping the Site leads and the Summer Spaces to ensure these policies and protocols are well-understood and adhered to.

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. Health and Safety Coordinators will take directions from multiple on-site supervisors and report directly to the Summer Spaces Program Manager on day-to-day matters as well as to the Health and Safety Director based in Fishkill, NY.

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

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

**Work Schedule:** 9am-4pm, Tuesdays—Fridays

**Compensation:** \$25/hour

**Benefits:** None

### Responsibilities

- Assist with the implementation of safety policies and procedures under the direction and supervision of the Summer Spaces Director and the Health and Safety Director.
- Help to administer temperature checks during staff and child check-in protocols.
- Maintain all first aid supplies and replenish as needed in collaboration with the Health and Safety Director.
- Ensure all Summer Spaces staff know where first aid kits are located.
- During emergencies, assist keeping a calm, safe, and secure environment, helping as needed to ensure emergency aid can find the Summer Spaces location.
- Assist with and ensure compliance with vaccination verification, social distancing rules, mask rules, and other COVID-19 protocols.



- Assist with check in, check out, and program sign up.
- Assist with program needs, as required.
- Assist with set-up and clean-up as needed.
- Assisting children with questions and concerns, as directed.
- Work with Summer Spaces Director to ensure adequate cleaning and PPE is present on site.
- Write reports as needed.
- Communicate with families regarding health-related matters, as instructed.
- Additional responsibilities as assigned.

#### **Qualifications**

- At least one year of college.
- Certified in CPR/First Aid preferred.
- Prior experience working with children.
- Comfort using a laptop or tablet to enter health screening information.
- Ability to read and interpret documents, such as COVID safety policies, other safety rules, operating/maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with co-workers, participants, and groups.
- Bilingual abilities a plus.
- Ability to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
- Ability to lift and/or move equipment/materials weighing 20+ pounds.
- Comfortable with exposure to wet, humid, and hot/very hot conditions.
- Willingness to work outdoors in NYC neighborhoods.

#### **Application Instructions**

To apply, please submit a [Summer Spaces Health and Safety Coordinator 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.***