



Logistics 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.

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, Mondays through Thursdays. Approximately 60 children attend each week in one of four locations in Brooklyn, the Bronx, Queens, and Manhattan.

The Fresh Air Fund is recruiting a Summer Spaces Logistics Coordinator to work in our Summer Spaces programs. Under the leadership of the Summer Spaces Director and Assistant Director, Summer Spaces Logistics Coordinator works as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. They are responsible for the distribution and delivery of all program supplies, storage facilities, storage vehicles, and inventory of the Summer Spaces program. The Logistics Coordinator works together with Summer Spaces management, the Sharpe Reservation team, and onsite leadership to ensure each site always has necessary supplies and safe storage.

This is an in-person position that requires daily travel to and between sites in various NYC communities. This role may require evening and weekend hours. Travel to Sharpe Reservation in Fishkill, NY is also required. This position reports to the Summer Spaces Director.

Employment Period: May 23, 2022—August 19, 2022

Hours per Week: 12—20 hours per week

Compensation: \$20/hour

Benefits: None

Responsibilities

- Oversee all aspects of the Summer Spaces Program supplies and storage, including ensuring each Summer Space has all program materials, storage vehicles, inventory logs, and remaining supplies are returned to Sharpe Reservation at the conclusion of Summer Spaces program.
- Maintain and oversee the compliance of all Fresh Air Fund policies, procedures, and health and safety standards, including COVID-19 mitigation. Uphold and ensure the understanding of Fresh Air's mission and values.
- Serve as a role model for staff and provide supervision, guidance, and training, as necessary.
- Collaborate with Summer Space Leadership in the planning and implementation of staff orientation, including virtual training, pre-orientation week, Summer Spaces Supervisors, and general staff training.
- Effectively communicate and act as contact for Summer Spaces supplies and vehicles, working with Sharpe reservation team, Summer Spaces management, and Onsite teams.



- Provide ongoing supply support to onsite teams, by hosting regular meetings with Summer Spaces Program Managers and Supervisors, overseeing delivery schedules, ensuring accountability for upholding program goals and expectations.
- Oversee distribution and storage of all supplies and equipment needed for Summer Spaces sites and maintain inventory throughout the summer.
- Update inventory log for all Summer Spaces supplies remaining from summer 2021 Summer Space locations.
- Work closely with and coordinate supplies orders, acquisitions and deliveries with Sharpe and NYC office staff.
- Oversee the acquisition of storage trucks and storage areas as needed.
- Oversee the Supply component of the opening and closing down of Summer Spaces locations, including overseeing supplies/equipment delivery, return of vehicles etc.
- Assist with the timely collection of all assigned staff timesheets, allowing for appropriate payroll processing time.
- Load and unload supply vehicles.
- Required to drive U-Haul vehicles.
- Stand in as Summer Spaces Program Manager, when necessary.
- Other duties as assigned.

Qualifications

- Minimum of two years of college.
- Familiarity with Summer Spaces program operation and supply needs.
- Driver's license with clean MVR report.
- Bilingual abilities a plus.

Language Skills

- Ability to read and interpret documents, such as safety rules, operating/maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with guests, co-workers, participants, and groups.

Reasoning Abilities

- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret written, oral, diagram, or schedule form instructions.

Physical demands and work environment: Physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- Sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear.
- Lift and/or move equipment/materials weighing 20+ pounds.
- Exposure to wet, humid, and hot/very hot conditions.
- Will be required to wear a mask at all times when in person.

Application Instructions

To apply, please submit a [Summer Spaces Logistics 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.