



Program Manager – 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 Summer Spaces Program Managers to work in our Summer Spaces programs. Under the leadership of the Director of NYC Summer, Summer Spaces Program Managers work as part of a team in the energetic environment of The Fresh Air Fund's Summer Spaces. They are responsible for the daily supervision and operation of all Summer Spaces (Park, Play Yard, Street), the delivery of age-appropriate activities, and the overall supervision and guidance of the staff who are assigned to their locations. In addition, Summer Space Program Managers interview and hire for Summer Spaces locations. The Program Manager works together with the Director of NYC Summer to identify partnerships with neighborhood-based organizations to help support efforts around recruitment, programming and to help build community support.

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 may also be required.

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

Hours per Week: 25 hours per week

Compensation: \$35/hour

Benefits: None

Responsibilities

- Oversee all aspects of the Summer Spaces Program at sites assigned by the Director of NYC Summer by providing effective leadership and daily management of operations.
- Strive for excellence in delivering quality programs by meeting defined program goals and ensuring measurable outcomes through observation and evaluations of assigned programs and staff.
- 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 Director of NYC Summer on staff recruitment, interviewing, hiring, and onboarding of all Summer Spaces staff.



- Identify partnerships with neighborhood-based organizations including non-profits, schools, block associations, community boards, and business improvements districts to build community support.
- Work closely with partners to promote Summer Spaces and leverage relationships to access programmatic and location needs such as access to restrooms and storage.
- 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, and assist in creating a schedule for regular in-service training for assigned sites.
- Effectively communicate and act as a contact for assigned Summer Spaces sites, working with community leaders, FAF staff, and seasonal team members.
- Assist in developing and maintaining a safe, caring, and enriching program that includes programming elements based on social and emotional learning, academic support/enrichment, and positive youth development principles.
- Work in-person during the program operation, regularly visiting assigned sites and meeting with staff and children to observe programs and operations ensuring fidelity across assigned sites.
- Supervise and provide support to assigned Coordinators by hosting regular meetings and overseeing assigned seasonal staff, ensuring accountability for upholding program goals and expectations.
- Ensure timely submission of all employment and program evaluations for all assigned staff and child participants.
- Oversee distribution and storage of all supplies and equipment needed for assigned Summer Spaces sites and maintain inventory throughout the summer.
- Assist with the management of all aspects of opening and closing down assigned Summer Space locations, overseeing supplies/equipment delivery, cleanliness, return of vehicles etc.
- Engage assigned staff in mid-summer and end of summer debriefs detailing best practices and communicating changes to be made immediately and in future summers.
- Ensure on-site collection of attendance records for participants is timely and data is entered correctly in FreshForce.
- Oversee timely collection of all staff timesheets of assigned sites, allowing for appropriate payroll processing time.
- Assist with assigned site's data collection and submit closeout report of assigned Summer Spaces to Director of NYC Summer.
- Direct collection of photos, quotes and stories of participants and staff for assigned sites.
- May be required to drive U-Haul vehicles.
- Other duties as assigned.

Qualifications

- Minimum of two years of college.
- At least one summer in an equivalent position or three years of youth development experience – at least one of which in a leadership capacity.
- Certified in CPR/First Aid preferred, but not mandatory.
- Driver's license strongly preferred.
- 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.

Application Instructions

To apply, please submit a [Summer Spaces Program Manager 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.