



Support Services 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.

Summer Spaces Social Workers will work up to 20 hours per week. Positions are in-person and borough-based in our Summer Spaces Program but may require travel within NYC.

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

Hours per Week: 20 hours per week

Compensation: \$25/hour

Benefits: None

Responsibilities

- Serve on a team of professionals that provide supportive services to NYC families.
- Communicate with parents/caregivers and program staff regarding emerging and crisis situations.
- Provide immediate support to staff members who require additional assistance in difficult situations and help to resolve conflicts between program participants.
- Work on a one-to-one basis with children and families who require additional support and update staff about behavior plans.
- Address stressful situations appropriately in a fast-paced, interactive environment.
- Be knowledgeable of all emergency procedures and follow them when necessary.
- Answer phone calls from parents/caregivers to update them on their child's progress during programming and provide additional support to families. Communicate status with program staff. Follow through with communication outside of program hours as necessary.
- Document all communication in the customer relationship management system (FreshForce).
- Make necessary service referrals for parents/caregivers and children.
- Regular and reliable attendance.
 - Manage in person behavioral concerns as needed.
 - Manage small group engagements with up to three children at a time.
 - Field work required within New York City.
 - Other duties as assigned.

the *Fresh Air* fund

because a summer can last a lifetime™

Qualifications

- LMSW, MSW, or second year MSW student with experience in child welfare, foster care systems, or related fields (i.e. teachers, psychologists, school social workers, guidance counselors, mental health specialists).
- Passionate about and experience working with children.
- Prior supervisory experience preferred and able to supervise in a fair and diplomatic manner.
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred. Must have strong computer skills.
- Access to appropriate, quiet working space required for virtual program.
- Willing to work outside in various conditions with a mask on for in-person program.
- Strong organizational skills and be detail oriented.
- Emotionally mature with a willingness to work as a team player.
- Demonstrate outstanding interpersonal and communication skills and comfort speaking with both families and professionals.
- Flexible and willing to accept challenges and step outside your comfort zone.
- Bilingual and fluency in languages other than English a plus (Spanish or Mandarin)
- Able to maintain a positive attitude.
- Available for the duration of the summer program.
- Interest in joining a youth development organization and supporting its mission and vision.
- Successful completion of mandatory online orientation and ongoing professional development.
- Certified in CPR/First Aid preferred but not mandatory.

Application Instructions

To apply, please submit a [Summer Spaces Support Services 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.