

Counselor – Summer Teen Academy

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 has a history of providing leadership training and career awareness for teens throughout its many summer and year-round programs. In 2020, The Fund designed our *Summer Teen Academy* as a stipend-based model, through which teens ages 13-17 will be offered specialized programs with opportunities to earn credentials, gain valuable job/career readiness skills, and participate in internships thereby obtaining real world, work experience. The credentialing programs are being offered in partnership with universities and nonprofits. The program will employ mentors who guide and participate alongside teen participants during their participation and support faculty and staff of partner organizations.

The Fresh Air Fund is seeking organized, creative, and supportive individuals who guide and participate alongside teens during their time involved with the Summer Teen Academy. Counselors assist program instructors and staff in the implementation of their respective programs and are responsible for ensuring all FAF protocols and procedures are followed. The position reports directly to the assigned Assistant Manager.

We are seeking Counselors for the following programs:

The Entrepreneurship program focuses on financial literacy, financial wellness, and basic business concepts. IN partnership with Youthful Savings, FAF participants work to create a business and ear a stipend and certificate.

The Video Game Design program is a partnership with Urban Arts/SIA that focuses on introducing computer science through video game design. Participants are exposed to computer programming (coding) and further explore education and career opportunities in the field.

The Job Readiness Training program is modeled after The Fund's long-standing Career Awareness Program, as well as the Leaders-In-Training and Counselor-In-Training programs. The JRT program provides participants with opportunities to explore vast career opportunities, gain skills necessary to successfully enter the work-world, and focuses on the social-emotional skills necessary for successful secondary school participation and beyond.

Responsible to Assistant Manager – Summer Teen Academy

Part-time seasonal that will conclude on August 12, 2022

Location: Remote

Start Date: June 20, 2022

End Date: August 12, 2022

Hours Commitment per week: 20 - 25 hours per week

Hourly Rate: \$15

Working Hours: To be determined, but must be available to work between the hours of 9am and 5pm, Monday to Friday

Responsibilities

- Provide at least 3 hours of direct virtual supervision, leadership and guidance to campers in the job-readiness program. This includes supervising the group in between and during the daily program activities, and behavior management.
- Assume responsibility for the virtual safety and virtual well-being of campers.
- Assist Partner Staff during activity periods. This includes participating in activities and helping campers and Partner Staff as needed.
- Actively engage with campers by having camera and audio on. Consistently show high levels of energy and enthusiasm. Be extremely punctual and prepared for all calls with campers and staff.
- Understand that campers come first and decisions should be made in the best interest of campers.
- Be an active member of the virtual camp community by participating in all virtual camp programming including camp-wide events and staff meetings.
- Manage camper attendance, contacting families in case of missed classes
- Write daily reports and a final evaluation for each camper to help evaluate their needs, goals and progress during their camp experience.
- Strive to work in a cooperative manner with fellow staff to achieve goals of the program.
- Explain and enforce the policies, traditions and rules of virtual camp. Address stressful/inappropriate situations appropriately in a fast-paced, interactive environment.
- Invest time with campers to meet their needs, challenge their capabilities and serve as a role model during their time at virtual camp.
- Take ownership of the use and care of virtual camp equipment/supplies/technology/platform.
- Be familiar with emergency procedures and follow them when necessary.
- Additional responsibilities as needed and assigned.

Qualifications

- Must be at least 18 years of age by employment start date.
- At least one year of college or equivalent is preferred. College graduates are preferred.
- Should have extensive experience as a general counselor or staff member in a residential camp setting. Prior supervisory experience preferred.
- Must be able to supervise in a fair and diplomatic manner.
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Passionate about working with children.
- Excellent verbal and written communication skill required. Previous public speaking experience a plus. Must be comfortable and creative performing in front of a camera and able to improvise programming in case of technical difficulties.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.

the *Fresh Air* fund

because a summer can last a lifetime™

- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- Flexible and willing to accept challenges and step outside comfort zone.
- Able to maintain a positive attitude.
- Available for the entire duration of the summer program
- Successful completion of mandatory online orientation and ongoing professional development.

Application Instructions

To apply, please submit a [Summer Teen Academy Counselor 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.