

### **Instructor – 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](http://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 recruiting Instructors to work in the Summer Teen Academy's Job Readiness Training (JRT) Program which is modeled after The Fund's long-standing Career Awareness Program, as well as the Leaders-In-Training and Counselor-In-Training programs. Instructors will create and implement project-based learning activities based on our job readiness, career exploration and leadership curriculums, providing our 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. Under the direct supervision of the Program Manager – Summer Teen Academy, Instructors will provide at least 3 hours of direct virtual supervision, leadership and guidance to teens age 13-15 year old in two three-week programs.

We are also recruiting instructors for our Journalism Internship program and Entrepreneurship programs, which will be modeled off the JRT program but with a different focus. Both of these programs will run for one six-week session, rather than two three-week sessions as the JRT program.

#### **Responsible to Assistant Manager – Summer Teen Academy (JRT, Internship, or Entrepreneurship)**

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

**Location:** Remote and Hybrid

**Dates:** June 20, 2022 – August 12, 2022

**Hours:** 20 – 30 hours per week

**Hourly Rate:** \$20

**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 camper per day. This includes supervising the group during the daily program activities and assisting with individual challenges as needed.
- Create a warm and welcoming environment for all campers.
- Create, plan and implement appropriate, engaging curriculum to foster student learning and create opportunity for deeper discussions and learning moments.
- Submit curriculum to Program Manager for approval at least a week in advance.
- Assist mentors with understanding curriculum as needed.
- Ask for camper feedback to improve curriculum, including surveys and questionnaires.
- Structure class time effectively, including planning for breaks and group work if needed.
- Assume responsibility for the safety and well-being of campers, either virtually or within play streets.
- Actively engage with campers by having camera and audio on if providing virtual guidance. Consistently show high levels of energy and enthusiasm. Extremely punctual to all calls with campers and staff.
- Understand that campers come first and decisions should be made in the best interest of campers.
- Address stressful situations appropriately in a fast-paced, interactive environment.
- Be an active member of the virtual camp community by participating in all camp programming including camp-wide events and staff meetings.
- Review daily reports and a final evaluation for each camper written by mentors to help evaluate the students' 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.
- Invest time with campers to meet their needs, challenge their capabilities and serve as a role model during their time at Fresh Air Fund programming.
- Take ownership of the use and care of equipment, supplies, and technology.
- Be totally 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 the start of camp.
- At least three years of college or equivalent is preferred. College graduates are strongly preferred.
- A minimum of one-year experience working with children is required. Staff must be passionate about working with children. Experience working with children with special needs a plus.
- Prior experience working with teens and/or facilitating workshops for teens is highly preferred.
- Access to a computer with conferencing capabilities, reliable phone line, and stable Internet access preferred.
- Access to appropriate, quiet working space required.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- 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.

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*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.
- Successful completion of mandatory online orientation and ongoing professional development trainings.
- Available for the entire duration of the summer program.

## **Application Instructions**

To apply, please submit a [Summer Teen Academy Instructor 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.***