

## **Program Coordinator – 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 counselors who guide and participate alongside teen participants during their participation and support faculty and staff of partner organizations.

The Fresh Air Fund is seeking an organized, creative, and supportive individual with excellent communication skills to serve as Program Coordinator in our Summer Teen Academy. In conjunction with the Program Manager, the Program Coordinator will oversee the daily operations of their assigned program and will serve as a member of the Summer Teen Academy's management team. The position reports directly to the assigned Program Manager.

We are seeking a Program Coordinator for each of the following specific 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.

The Internship program includes The Fund's long-standing Counselor-in-Training (CIT) program, as well as a cohort of Journalism interns, who will capture and report on The Fund's summer.

### **Responsible to Program Manager – Summer Teen Academy**

Part-time seasonal that will conclude on August 19, 2022

Location: Remote

Start Date: June 13, 2022

End Date: August 19, 2022

Hours Commitment per week: 20 – 30 hours per week

Hourly Rate: \$25

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

### **Responsibilities**

- Strive for excellence in delivering quality programs by meeting defined program goals and ensuring measurable outcomes through observation and evaluations of programs and staff.
- Serve as a role model for staff and provide supervision, guidance, and trainings as necessary.
- Serve as point person with Partner Organization, if applicable, to ensure smooth delivery of programming, including regular check-ins to assess how programming is running.
- Assume responsibility for the virtual safety and virtual well-being of campers
- Assist in the evaluation and record keeping of staff and campers.
- Conduct Orientation for program staff including an introduction to program, curriculum and expectation of staff
- Check in weekly with instructor and counseling staff on staff needs, camper needs and program needs.
- Check-in live group sessions during the week
- Assist counselors in contacting families in case of missed classes, inappropriate behavior or personal needs
- Manage interpersonal and operational conflicts amongst campers, staff, and other members of the virtual camp community.
- Be prepared to assume the role of any Counselor in the event of their absence.
- Understand that campers come first and decisions should be made in the best interest of the campers.
- Explain and enforce the policies, traditions, and rules of virtual camp.
- Be an active member of the virtual camp community by participating in all camp programming including camp-wide events and staff meetings.
- Demonstrate a caring, supportive, and professional demeanor.
- Strive to work in a cooperative manner with fellow staff to achieve the goals of the program.
- Invest time with campers and staff to meet their needs, challenge their capabilities, and serve as a role model during their time at virtual camp.
- Assume responsibility for the use and care of virtual camp equipment, supplies, and technology.
- Be totally familiar with emergency procedures and follow them when necessary.
- Other duties as 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.
- Should have extensive experience as a general counselor or staff member in youth development 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 and youth adults.
- 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.
- Flexible and willing to accept challenges and step outside comfort zone.
- Able to maintain a positive attitude.
- Bilingual abilities (Spanish, Mandarin, etc.) a plus.
- 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 Program 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.*