

## SUMMER OPERATIONS ASSOCIATES

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit either volunteer host families in rural and suburban communities along the East Coast and Southern Canada, attend six Fresh Air camps in New York's Mid-Hudson Valley, or participate in other outdoor programs run by The Fresh Air Fund. Young people also participate in year-round leadership and educational programs offered by The Fund. In Summer 2020, during the difficult realities of COVID- 19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in person and virtual program models to support youth in New York City. Summer 2022 marks the year that The Fresh Air Fund will bring back and run our traditional camp and Friendly Towns programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### Position Summary

The Fresh Air Fund is recruiting Operations Associates to work on the Community Outreach, Partnerships & Support Services team. Operations Associates will assist with all aspects of the application process for families to register for our summer programs. This is a hybrid role that may require evening and weekend hours. Operations Associates report to the Project Coordinator.

### Responsibilities

- Assist with application review and processing.
- Manage a high volume of phone calls regarding summer programs, the application process, and child application status.
- Communicate with and assist parents to complete applications.
- Assist with conducting virtual/ in-person information and orientation sessions regarding summer programs.
- Other duties as assigned.

### Qualifications

- Must be 18+ years of age.
- Strong organizational skills and detail oriented.
- Outstanding interpersonal and communication skills.
- Comfort speaking with families over the phone and in person.
- Patient and friendly, with a high degree of professionalism.
- Strong computer skills.
- Ability to work quickly and accurately.
- Bilingual and fluency in languages other than English a plus (e.g. Spanish, Mandarin, ASL).
- Interest in joining a youth development organization and supporting its mission and vision.

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19.***

**Employment Period:** June 2022 – August 2022

**Hours per Week:** up to 35 hours per week

**Working Hours:** Staff will be assigned work hours that fall between 8am-7pm, with shifts varying from 8am-4pm, 9am-5pm, 10am-6pm, and 11am-7pm.

**Compensation:** \$15 / hour

**Benefits:** None

### **Application Instructions**

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. 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.*