

## SUMMER SUPPORT SERVICES 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 Summer Support Services Associates to work on the Community Outreach, Partnerships & Support Services team under the supervision of the Support Services Coordinator. They will assist with all aspects of the application process for families registering children who may have special needs or special circumstance. Candidates will work with Seasonal Support Services Coordinators to support program staff and New York City families during the summer. This is a hybrid role that may require evening and weekend hours.

### Responsibilities

Support Services Associates will help with all aspects of the application process including communicating with and assisting NYC parents to complete child applications. Responsibilities include, but are not limited to:

- Review applications for children who may have special needs or special circumstances
- Communicate with parent/guardian and outreach partners regarding the application process
- Assist parents to complete applications by contacting teachers or service providers
- Assist the Support Services Coordinator with scheduling/ Interview prospective children for the programs
- Work collaboratively with the Community Outreach Department on a variety of tasks
- Assist with conducting virtual/ in-person information and orientation sessions regarding summer programs
- Assist Seasonal Support Services Coordinators with Support Services cases
- Other duties as assigned

### Qualifications

- Must be pursuing a degree in Social Work (BSW, MSW) or a related field (i.e. Psychology)
- Strong organizational skills
- Detail oriented
- Outstanding interpersonal and communication skills
- Comfort speaking with families and professionals alike

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*because a summer can last a lifetime™*

- 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 and Mandarin, ASL)

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

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

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

**Working Hours:** Staff will be assigned work hours that fall between 9am-7pm, with shifts varying from 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.*