



## **FRIENDLY TOWNS PROGRAM INTERN**

Since its founding in 1877, The Fresh Air Fund, a not-for-profit youth development organization, has provided free life-changing summer experiences in the outdoors to more than 1.8 million children from New York City's underserved communities. Young people also participate in year-round leadership, career exploration and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

### **Position Summary**

The Fresh Air Fund is currently recruiting a Friendly Towns Intern to work within our Friendly Towns program. Friendly Towns is a signature program area for FAF from the organization's historical roots. Traditionally, Fresh Air children are recruited from communities across New York City and welcomed into the homes of volunteer Host Families across 14 states from North Carolina and Virginia to Maine and Vermont for a one-week visit. A robust network of Volunteers serves as key ambassadors and program partners in communities. These Volunteers serve as Fund Representatives, Chairs, and Committee Members, working to support and develop their local Friendly Towns, and as such, are responsible for the Friendly Towns program at the local level. These Volunteers recruit new volunteer Host Families, interview prospective families, support local outreach and marketing opportunities, and support the summer season when FAF children visit the area. The Friendly Towns Volunteers are supported by a team of professionals in NYC's FAF offices.

The Fresh Air Fund is an organized, creative, and supportive individual with excellent communication skills to serve as a Friendly Towns Intern. The Friendly Towns Intern completes various tasks, supports the Friendly Towns team in the Annual Volunteer Conference in February, and supports the overall efforts to coordinate the Spring and Summer season. As a Friendly Towns Intern, you will use your communication, interpersonal, and organizational skills to contribute to making summer a success for thousands of NYC children.

### **Responsibilities:**

- Assist with planning and preparing for the Friendly Towns Annual Volunteer Conference and summer Host Family program
- Support the team in contacting and following up with parents, children, and volunteers
- Conduct research and assist the Friendly Towns team in finding and contacting potential organizations to partner with
- Manage data entry in Salesforce CRM (training provided)
- Assist with application review and reference checks
- Support the Friendly Towns Team as needed

### **Required Skills:**

- Applicants must be at least 18 years old
- At least one year of college or equivalent

- Enthusiasm for the mission of serving children in New York City's low-income communities
- Willingness to engage with volunteers, parents, and NYC children
- Comfortable with technological functions (Microsoft suites, printing, etc.)
- Strong organizational and interpersonal skills
- Open and excited to learn
- Collaborative work ethic

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.***

**Employment Period:** This position will be part-time starting on January 9<sup>th</sup>, transitions to full-time hours in May, the position concludes in mid-August (final date flexible).

**Hours per Week:** 15-20 hour/week in Spring; 35 hour/week in Summer

**Compensation:** \$15/hour or school credit

**Benefits:** None

### **Application Instructions**

To apply, please submit a [Friendly Towns Program Intern application](#) and cover letter. Applications without a cover letter will not be considered. 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.*