

SPRING SUPPORT SERVICES ASSOCIATE

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.

POSITION SUMMARY

The Fresh Air Fund is recruiting 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 will require remote and in-person attendance. It 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:

- Assist with application review and completion
- 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 with Support Services cases
- Other duties as assigned

QUALIFICATIONS

- Must be 18+ years of age
- 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

the *Fresh Air* fund

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, including eligible booster doses, or to apply for reasonable accommodation.

Employment Period: February 27, 2023 through May 26, 2023 - possible extension into Summer 2023

Hours per Week: 28 hours per week

Working Hours: Staff will be assigned work hours that fall between 9am-7pm

Compensation: \$15 / hour

Benefits: None

APPLICATION INSTRUCTIONS:

To apply, please submit a [Spring Support Services Associate 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.