



Outdoor Education Program Coordinator

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 hiring a full time Outdoor Education Program Coordinator to be an integral member of the programming staff for The Fund's year-round and summer programs. In addition, the Outdoor Education Program Coordinator serves as a team member of the Sharpe Programming Staff and holds several responsibilities on Sharpe Reservation. This role is looking for candidates who have experience working in the outdoor education field and challenge courses with preferred certification in ACCT Level two or equivalent and / or experience as a Challenge Course Manager. The role requires the person to assist with logistics, facilitation, hiring, maintenance, and supervision in these areas.

This position is required to manage all aspects of the year round high and low challenge courses in addition to supervising the summer challenge course programs. This person is required to be on site any time the high challenge course is running, including weekends. The ideal candidate is curious, goal-oriented, and hard working with previous experience working in environmental education, and on challenge courses.

This is a full-time position that is scheduled to begin in the early Spring of 2023. This position is in-person and based in our Fishkill office at Sharpe Reservation. This role will report to the Director of Sharpe Reservation.

Responsibilities:

- Monitor, evaluate, and assess overall quality and programming of per-diem and seasonal staff in coordination with all Program Coordinators.
- Provide support for off-season groups such as meet and greet, welcome orientations, coordinating supplies and troubleshooting any issues that arise to meet the needs of groups.
- With the Program Coordinating team, oversee and coordinate a comprehensive environmental program which includes teaching and developing curriculum that fit the learning standards and curriculum intent of the user group.
- Facilitate presentations about Sharpe Reservation and programs to user groups.
- Collaborate with staff to organize and run the annual public events and coordinate event volunteers.
- In coordination with other program coordinators manage on-call evenings and weekend duties.
- During the summer season, facilitate all aspects of the challenge courses. Including attending the training, supervision, and evaluations of staff in the program area.
- Assist in compliance with ACA, DOH and USDA Summer Food Service Program.
- Network with other professional organizations and groups to promote Sharpe Reservation and The Fresh Air Fund such as the Chamber Foundation, NYSOEA, BOCES, SYEP, etc.
- Conduct professional development training for part-time staff.
- Facilitate in Sharpe User Group programs.
- Manage all outside users who facilitate on the challenge courses.
- Maintain the relationship with our ACCT training vendor.
- Attend bi-annual trainings to maintain highest levels of certification

- Other duties as assigned.

Qualifications

- Bachelor's Degree in an environmental-related field, environmental science, outdoor recreation, biology, etc. preferred.
- Minimum of three years of work at an environmental center, camp, or other related facility.
- Experience managing staff, developing schedules, and developing interactive programming preferred.
- Previous experience working on challenge course. ACCT level 2 training in the past two years.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- Outstanding communication skills, written and verbal.
- Flexibility to work evenings and weekends as necessary.
- Ability to work successfully with a broad range of personality types.
- Highly developed organizational skills and attention to detail.
- Self-started with strong problem-solving skills.
- Interest in joining a youth development organization and supporting its mission and vision.
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The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19, including eligible booster doses, or to apply for reasonable accommodation.

Salary & Benefits

The salary range for this role is \$54,000 - \$56,000, commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, commuter benefits, and employer and employee retirement contribution plans.

Application Instructions

To apply, please submit a [Outdoor 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.