



OPERATIONS COORDINATOR – CAMP JUNIOR

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.

The Fresh Air Fund’s Camp Junior, in memory of Lesandro “Junior” Guzman-Feliz, a 15-year-old victim of gang violence is operated by the Fund in partnership with New York State Parks, Recreation and Historic Preservation; Assembly Speaker Carl E. Heastie; the Office of the Bronx Borough President and the Palisades Interstate Park Commission. The Camp is for boys and girls, ages 8-15, from the Bronx.

Sharpe Reservation has over 2,000 acres of beautiful land with lakes, ponds, streams and hiking trails through the woods. Located in the Hudson Highlands near Fishkill, NY, Sharpe Reservation is the site of The Fresh Air Fund’s five summer camps, where 3,000 children get a break from city life each summer.

During the rest of the year, Camp Mariah, and Hidden Valley serve as residential facilities, where each year over 18,000 people from community and school groups as well as Girl Scout troops visit to learn about the environment. Groups also make use of the Sharpe Environmental Center, the Gustafson Planetarium, our high and low ropes courses, and the numerous nature trails across the Reservation. The Sharpe environmental programs enhance school curricula through a hands-on learning experience that can only be achieved in an outdoor setting.

A variety of programming is available to interested school groups including Teams Course, Planetarium, Ecology Classes and Outdoor Living Skills.

Position Summary

The Fresh Air Fund is hiring an Operations Coordinator to support The Fresh Air Fund’s Camp Junior year-round and at Sharpe Reservation as needed. This role requires the person to manage the camp-wide inventory system including purchasing and sourcing specialized products. This person also hires and manages a small team of summer staff. The ideal candidate is organized, has strong interpersonal skills, and has previous experience with inventory and warehouse management.

This is a full-time position that is based at Camp Junior during the summer and Fishkill office at Sharpe Reservation with occasional travel to our New York City Office. The role is fully in-person and will report to the Director of Camp Junior and Director of Sharpe Reservation.

Responsibilities

- Manage camp-wide warehouse inventory system and overall inventory.
- Responsible for ordering and bidding supplies for year-round and summer programs.
- Manage vendor relations for all companies used to source supplies, actively seek out new connections and partnerships.



- Work with Camp Director and FAF team leaders and department heads to pre-plan departmental needs and goals for summer program supplies.
- Observe, review and analyze processes to identify inefficiencies and areas where improvements could be made.
- Manage kitchen inventories and supply needs.
- Coordinate year-round security schedule, cleaning services and other operational needs.
- Assist Program Coordinators and Director of Sharpe Reservation with USDA summer food service program and school breakfast and lunch program.
- Coordinate services as needed such as copy machines, portable toilets, dumpsters, etc.
- Support NYC office as needed including volunteer groups, transportation, etc.
- Coordination of special events such as All-Staff, Camp Day, etc.
- In coordination with Program Coordinators manage on-call evenings and weekend duties.
- Coordinate transportation during the summer such as van runs, medical runs, off-camp trips, volunteer days, etc.
- 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.

Requirements

- Bachelor's Degree preferred.
- Minimum of two years of related work experience.
- Ability to multitask, work independently, meet deadlines and problem solve.
- Flexibility to work evenings and weekends as necessary.
- Desire to work with a diverse population of people.
- Emotionally mature with a willingness to work as a team player and to maintain a positive attitude.
- Outstanding communication skills, written and verbal.
- 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.
- Must have a valid driver's license.

Applicants should possess a valid New York Driver's License, and be open to working a Sunday to Thursday, or Tuesday to Saturday weekly schedule as needed.

Salary & Benefits

The salary range for this role is \$53,000 to \$55,000, 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 contributions plans.

**Application Instructions**

To apply, please submit a [Operations Coordinator – Camp Junior 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.