



## Director of the Career Awareness Program

### The Fresh Air Fund is recruiting a Director of the Career Awareness Program.

The Fresh Air Fund's Career Awareness Program (CAP) is a comprehensive, year-round academic, leadership development, and mentoring program that serves 300 7th, 8th, and 9th grade students living in New York City's under-resourced communities. The program model is two parts: (1) a residential summer camping component at The Fresh Air Fund's Camp Mariah and (2) academic year programming like tutoring, job shadowing, seasonal weekend camping trips, and day-long career fair. This position reports to the Director of Camping and is mainly located in the NYC office. The Director is required to live in-residence at Camp Mariah in Fishkill, NY all summer long, plus four weekends during the academic year directing and leading all summer aspects of Camp Mariah and the Career Awareness Program.

### RESPONSIBILITIES

The Director of the Career Awareness Program is responsible for the overall supervision/management of The Fresh Air Fund's signature year-round program. Duties will include, but are not limited to:

- Supervise and support the Tutoring and Secondary Schools Coordinator and Program
- Collaborate with Development to identify appropriate partners for job shadowings and CAP event speakers
- Organize and oversee a full-day career event for all CAP participants one weekend per year
- Have one-on-one meetings with potential CAP participants and their parents/guardians
- Create and facilitate four weekend programs centered around the fundamentals of CAP
- Recruit and coordinate a pool of staff to chaperone job shadowings and work camp weekends
- Interview, hire, and onboard over sixty camp staff members for summer program
- Plan and facilitate administrative and general staff orientation workshops, including but not limited to camper safety/risk assessments, communication, and conflict resolution
- Develop and provide a safe, caring and enriching camp program that encourages campers to return in the future
- Provide ongoing training, supervision, support and development of CAP staff
- Overall supervision of any-and-all camp related issues including staff and camper disciplinary matters and communication with parents/guardians
- Understanding and ensuring compliance with the Department of Health, American Camp Association, and The Fresh Air Fund's policies and procedures
- Collect program data related to year-round and summer program for statistical and narrative reports and make presentations to the senior team and Board of Directors
- With the Director of Camping and Year-Round Programs, oversee both the camp and off-season budgets
- Must be able to live at camp over the summer and during four off-season weekends

### REQUIREMENTS/QUALIFICATIONS

- At least 3 years of supervisory experience in a camp or residential setting
- Bachelor's degree in education, social work or a related field (Master's preferred)
- Experience with urban youth and teens a must
- Ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality in a fast paced and challenging work environment
- Strong public speaking skills are a must
- Possess effective management and organizational skills
- Strong interpersonal and communication skills with the capacity to collaborate with others and be a team player
- Flexibility of work week hours and willing to work occasional weekends
- Knowledge of NYC school system and high school application process preferred

Interested applicants should email a resume and cover letter to [camping@freshair.org](mailto:camping@freshair.org). No phone calls, 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.*