



BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of more than 1.8 million New York City children from low-income communities. Each year, thousands of children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational enrichment programs.

The Fresh Air Fund is recruiting a Camp Director for Camp Hidden Valley.

Camp Hidden Valley is our co-ed sleepaway camp for children with and without special needs that serves close to 600 campers over four 12-day sessions each summer. This position is part-time during the year (in/around NYC) and full-time from mid-June through mid-August (in Fishkill, NY). Room and board is provided during the summer.

RESPONSIBILITIES

During the off-season, the director will be responsible for:

- Staff interviewing and hiring 85 camp staff
- Creating and planning staff orientation
- Attending Director Meetings once a month as well as periodic professional development/training opportunities, recruitment events and call-in supervisory meetings
- Attending and managing 2-3 off-season weekends at camp
- Collaborating with Fresh Air Fund staff to ensure all programs align with and support the Fund's mission

During the summer, the director is responsible for:

- Developing and providing a safe, caring and enriching camp program that encourages campers to return in the future
- Providing ongoing training, supervision, support and development of 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 Fresh Air Fund policies and procedures
- Acting as a positive role model and promoting high morale in campers and staff
- Developing, creating and implementing staff orientation and in-service trainings
- Cooperating with Fresh Air Fund administrators and office personnel

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 special needs a must
- Ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality in a fast paced and challenging work environment
- Possess effective management and organizational skills
- Strong interpersonal and communication skills with the capacity to collaborate with others and be a team player

Interested applicants should email a resume and cover letter to camping@freshair.org. No phone calls please.

The Fresh Air Fund is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.