

## 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 full-time Project Coordinator for the Camping Department.**

## FUNCTION

The Project Coordinator will serve as an integral member of the Camping Department. The Coordinator will manage a series of projects while also providing administrative support to the Director of Camping, Camping Manager, and Camp Directors. The position will report to the Camping Manager and is located in our NYC office.

**A series of projects with responsibilities will include, but are not limited to:**

- Camp Staff Recruitment efforts
  - Support with overall staff hiring process including staff recruitment by coordinating job postings, scheduling interviews, following up on references, processing paperwork, and attending recruitment events
- Counselor-In-Training Program
  - Lead the Counselor-In-Training application and interview process, serve as the principle contact for CITs and families
  - Support CIT program review with Camp Directors
- Summer Camping Program
  - Assist Camp Directors with camper registration and other projects during the summer season
  - Assist in the management of transportation and Vision Van programs
  - Support arrival and departure days as well as other program departures and arrivals
- Administrative Support
  - Collect, organize and submit camper scholarship paperwork
  - Manage the department calendar, and additional needs like supplies and other logistics
  - Provide administrative support which includes fielding general inquiry calls, mailings, filing, scanning and data entry
- Research and planning
  - Research innovative teen leadership models for camp
  - Identify and help with the implementation of new trainings and professional development for seasonal staff and orientation
- Year-Round Programs
  - Support efforts with and across Fresh Air Fund departments to find additional year-round opportunities for program participants
  - Chaperone events for Camping Department as needed
- Other duties as assigned

## QUALIFICATIONS

- Bachelor's Degree.
- At least one year of office experience.
- Outstanding organizational, time management and communication skills.
- Must be able to perform duties with a high degree of independence, initiative and judgement.
- Extremely detail oriented.
- Able to work flexible work hours.
- A collaborative work ethic, with a high degree of professionalism.
- Strong computer skills.
- Previous experience attending or working at a sleepaway camp is 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.*