



## **BACKGROUND**

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 1.8 million New York City children from low-income communities. Each year, nearly 7,000 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 programs.

## **The Fresh Air Fund is recruiting a Non-Profit Administration and Human Resources Intern to work for the Camping Department Team.**

The Camping Department is responsible for running summer and year-round programs for Fresh Air Fund children, which includes the recruitment of over 450 staff members to work at our five sleepaway camps. This internship will help to support the department's recruitment and hiring efforts. This role is based in our New York City office and is a great opportunity for someone looking for work experience in the non-profit and human resources sector. This role incorporates responsibilities in human resources, recruitment and program management. This is a paid, part-time position (10-15 hours/week) that will run from January through May/June.

## **JOB RESPONSIBILITIES**

- Reviewing and processing staff employment paperwork
- Verifying staff references by phone
- Assisting with staff background checks
- Organizing employment files
- Making follow up phone calls to staff members about pending employment paperwork
- Answering phone calls from prospective staff members
- Posting job descriptions and researching university contacts to assist with recruitment efforts
- Assisting with various department projects including scanning, filing and research projects

## **QUALIFICATIONS/REQUIRED SKILLS**

- Enrolled in college
- Exceptional attention to detail with strong verbal and written communication skills
- Enthusiastic, outgoing, professional and flexible
- Must have previous experience working in an office
- Must be comfortable making and receiving phone calls throughout the day
- Summer camp experience (either as a camper or a staff member) preferred

Interested applicants should email a resume and cover letter to [camping@freshair.org](mailto:camping@freshair.org).

*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.*