

## **The Fresh Air Fund Internships for 2005:**

Job Title: Friendly Towner  
# of openings: 16  
Start Date: June 1, 2005  
Location: New York City  
Job Type: Paid Internship  
Job Category: Non-profit, Social & Community Services  
How: Email for Application/Complete application online  
When: Before April 1, 2005  
Contact: Leona Johnson  
Fax: 212-681-0158  
Email: [ljohnson@freshair.org](mailto:ljohnson@freshair.org)  
Days/hours: Approximately 50 hours/week ending in Mid-August 2005  
Wage/salary: \$325/week

**Company Description:** The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

**Qualifications:** Friendly Towner applicants must have completed at least one year of college. Must possess strong communication, interpersonal and organizational skills. Must be flexible and work both independently and as a team member in busy office and bus station settings. Must be detail oriented.

**Job Description:** Friendly Towners are responsible for communicating information to volunteer leaders living in 300 towns where Fresh Air children visit for summer vacations. Friendly Towners keep records of host/child “matches” and communicate these “matches” to volunteer leaders on a daily basis. Friendly Towners oversee children’s bus departures to host families and keep records of visits. Friendly Towners are responsible for a variety of tasks related to the safe and organized departure and return of Fresh Air children. Some early morning and late evening hours required.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Station Aide  
# of openings: 25  
Start Date: June 29, 2005 (plus two orientation days the prior week)  
Location: New York City  
Job Type: Paid Internship  
Job Category: Non-profit, Social & Community Services  
How: Email for Application/Complete application online  
When: Before April 1, 2005  
Contact: Yvonne Figueroa  
Fax: 212-681-0158  
Email: [yfigueroa@freshair.org](mailto:yfigueroa@freshair.org)  
Days/hours: Approximately 50 hours/week ending August 27, 2005  
Wage/salary: \$250/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Candidates must be at least 17 years old. Must have prior experience working with children. Must be willing and able to load luggage and trip supplies onto buses. Must possess interpersonal skills, flexibility and team spirit.

Job Description: Station Aides oversee the departure and arrival of close to 10,000 children to and from their vacations at host families and The Fresh Air Fund camps. Aides are responsible for setting up waiting areas at the Port Authority and George Washington Bridge bus stations and attending to children's needs during check-in, waiting, departure and arrival periods.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Station Manager  
# of openings: 1  
Start Date: June 29, 2005 (plus three orientation days the prior week)  
Location: New York City  
Job Type: Full-time seasonal  
Job Category: Non-profit, Social & Community Services  
How: Fax or mail cover letter and resume  
When: Before April 1, 2005  
Contact: Laurie Vokes  
Fax: 212-681-0158  
Email: [lvokes@freshair.org](mailto:lvokes@freshair.org)  
Days/hours: Approximately 50 hours/week ending August 27, 2005  
Wage/salary: commensurate with experience

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Station Manager must have at least three years professional experience organizing and managing groups of children and adults. Must have strong supervisory, communication and problem solving skills. Must possess strong interpersonal and organizational skills, flexibility and leadership ability.

Job Description: Station Manager oversees the bus departures and arrivals of close to 10,000 children to and from their vacations at host families and The Fresh Air Fund camps. Station Manager supervises 25 station staff members at the Port Authority Bus Terminal or George Washington Bridge Bus Terminal who are responsible for setting up waiting areas at bus stations and attending to children's needs during check-in, waiting, departure and arrival periods.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Transportation Assistant  
# of openings: 2  
Start Date: June 1, 2005  
Location: New York City  
Job Type: Paid Internship  
Job Category: Non-profit, Social & Community Services  
How: Email for Application  
When: Before April 1, 2005  
Contact: Yvonne Figueroa  
Fax: 212-681-0158  
Email: [yfigueroa@freshair.org](mailto:yfigueroa@freshair.org)  
Days/hours: Approximately 50 hours/week ending mid-August 2005  
Wage/salary: \$325/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Transportation Assistant must have completed at least one year of college. Must possess strong word processing and telephone skills. Must possess strong communication, interpersonal and organizational skills. Must be flexible and work independently in a busy office setting.

Job Description: Transportation Assistant makes all hotel and some travel reservations for volunteers who escort close to 6,000 children on their summer vacations. Transportation Assistant prepares and delivers welcome packages for volunteer escorts. Transportation Assistant reports to Transportation Manager and assists with all responsibilities directly and indirectly related to the transport of children on their summer vacations.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: File Clerk  
# of openings: 3  
Start Date: June 13, 2005  
Location: New York City  
Job Type: Paid Internship  
Job Category: Non-profit, Social & Community Services  
How: Email for Application  
When: Before April 1, 2005  
Contact: Leona Johnson  
Fax: 212-681-0158  
Email: [ljohnson@freshair.org](mailto:ljohnson@freshair.org)  
Days/hours: Approximately 40-50 hours/week ending mid-August 2005  
Wage/salary: \$275/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Must be at least 17 years old. Must be self-motivated and work independently in a busy office setting. Must possess proficient alphabetizing and filing skills. Must be willing to travel by subway and/or bus to one of the Friendly Town departing bus stations in Manhattan. Ability to work independently at repetitive task.

Job Description: File Clerk is responsible for the organization, alphabetizing and filing of thousands of registration forms and host applications. File Clerks will also assist with other responsibilities related to organizing children's vacations. File Clerks report to Administrative Assistant.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Confirmation Clerk  
# of openings: 2  
Start Date: June 20, 2005  
Location: New York City  
Job Type: Full-Time Seasonal  
Job Category: Non-profit, Social & Community Services  
How: Email/fax/mail  
When: Before April 1, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: [lalvarez@freshair.org](mailto:lalvarez@freshair.org)  
Days/hours: 40-50 hours/weekly including weekends/evening ending in mid-August 2005  
Wage/salary: \$325/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Candidates must be at least 18 years old. Must possess strong communication, interpersonal and organizational skills. Must be flexible and work both independently and as a team member in busy office. Must be detail-oriented.

Job Description: Confirmation Clerks are responsible for phoning parents/guardians of children participating in the Friendly Town/Camps Programs to confirm details of trip departures and returns. Confirmation Clerks maintain a written log of all phone confirmations and continuously conduct follow up calls to child participants who have not been reached. Confirmation Clerks assist with other duties as assigned.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Camping Assistant  
# of openings: 3  
Start Date: May 16, 2005  
Location: New York City  
Job Type: Full-Time Seasonal  
Job Category: Non-profit, Social & Community Services  
How: Email/fax/mail  
When: Before April 1, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: [lalvarez@freshair.org](mailto:lalvarez@freshair.org)  
Days/hours: Approximately 40–50 hours/week including evenings/weekends ending mid-August 2005  
Wage/salary: \$325/week

**Company Description:** The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

**Qualifications:** Candidates must have completed at least one year of college or possess at least three years of work experience. Must be flexible and work both independently and as a team member in busy office. Must be detailed-orientated and have strong communication and organizational skills. Must be willing to report to bus station for camp departures at 6:00 a.m.

**Job Description:** Camp Assistants ensure the complete registration of more than 3,000 children who will attend Fresh Air camps. Camp Assistants collect incomplete data and organize and maintain camp filing system. Camp Assistants communicate with parents and oversee the bus station departures and arrivals of 3,000 children. Other duties as assigned.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Social Work Assistant  
# of openings: 5  
Start Date: June 27, 2005  
Location: New York City  
Job Type: Full-time seasonal  
Job Category: Non-profit, Social & Community Services  
How: email/fax/mail  
When: Before April 1, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: [lavarez@freshair.org](mailto:lavarez@freshair.org)  
Days/hours: 40-50 hours per week, including evenings and weekends  
ending mid-August, 2005  
Wage/salary: commensurate with experience - up to \$400/week

Company Description: The Fresh Air Fund provides free summer vacations to nearly 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: MSW or MSW candidates/students are encouraged to apply. Applicants from related fields are also encouraged to apply. Candidates should possess strong interpersonal and organizational skills, flexibility, stamina and a commitment to children and families. Must possess the skills and abilities to help parents, host families and children problem-solve and resolve issues that arise during two-week vacations.

Job Description: Serve on a team that provides 24-hour on-call service to parents, children, host families, camp directors, and volunteer leaders. Document all communications. Assist all parties to solve child, parent and host concerns including homesickness, behavior management issues, personality conflicts, etc.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Child Care Attendant  
# of openings: 2  
Start Date: June 20, 2005  
Location: New York City  
Job Type: Full-Time Seasonal  
Job Category: Non-profit, Social & Community Services  
How: Email/fax/mail  
When: Before April 1, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: [lalvarez@freshair.org](mailto:lalvarez@freshair.org)  
Days/hours: 40-50 hours/week including weekends and evenings, ending mid-late August 2005  
Wage/salary: \$325/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Candidates must be at least 18 years old. Candidate must have childcare experience and possess enthusiasm, patience, and creativity. Strong communication and organizational skills required.

Job Description: Child Care Attendant is responsible for nurturing and supervising small groups of children of all ages as they prepare to depart or return from Fresh Air vacations. Supervise play, serve meals or snacks, and manage children's behavior. Escort/chaperone children to and from home or station. Assist with clerical office tasks. Other duties as assigned.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Agency Liaison  
# of openings: 8  
Start Date: March 7, 2005  
Location: New York City  
Job Type: Part-time March-June and Full-Time from June -August  
Job Category: Non-profit, Social & Community Services  
How: Email/fax/mail  
When: Before February 14, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: lalvarez@freshair.org  
Days/hours: 15-25 hours/week Feb-June; 40-50 hours/week June-August  
Wage/salary: commensurate with experience: \$325-\$400/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Agency Liaison applicants must possess at least three years of work experience or have completed at least three years of college. Must possess strong communication, interpersonal and organizational skills. Must be flexible and work both independently and as a team member in busy office setting. Must be detail oriented. Must be willing to travel by subway and bus to all five boroughs.

Job Description: Agency Liaison is responsible for developing relationships with volunteer Agency Registrars at assigned agencies located throughout five boroughs of New York City. Agency Liaison helps to train and support Agency Registrars as they recruit and register children to participate in Fresh Air Fund summer camping programs. Agency Liaison monitors child registration allocation and assists Agency Registrar to achieve registration goals.

From May through August, Agency Liaisons spend most of their time completing repetitive registration paperwork and monitoring child registration allocations in The Fresh Air Fund's Manhattan office.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)

Job Title: Agency Messenger  
# of openings: 3  
Start Date: April 4, 2005  
Location: New York City  
Job Type: Part-time April-June and Full-Time from June -August  
Job Category: Non-profit, Social & Community Services  
How: Email/fax/mail  
When: Before March 1, 2005  
Contact: Lydia Alvarez  
Fax: 212-681-0158  
Email: [lalvarez@freshair.org](mailto:lalvarez@freshair.org)  
Days/hours: 15-25 hours/week April-June; 40-50 hours/week June-August  
Wage/salary: \$250/week

Company Description: The Fresh Air Fund provides free summer vacations to close to 6,000 New York City children who visit host families in thirteen states and Canada. An additional 3,000 children attend five Fresh Air camps in Fishkill, New York.

Qualifications: Agency Messenger applicants must be at least 18 years old. Must be flexible and work both independently and as a team member in busy office setting. Must be willing to travel by subway and bus to all five boroughs.

Job Description: Agency Messenger transports important child registration forms to and from community agencies located throughout the five boroughs of New York City. Each messenger is responsible for developing a pick-up and drop-off schedule with volunteer Agency Registrars at assigned agencies. Agency Messenger reviews forms for completion before returning them to The Fresh Air Fund office.

Find all summer job descriptions at [www.freshair.org](http://www.freshair.org)