



Friendly Towns Station Aides

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, 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 programs.

The Fresh Air Fund is currently recruiting Station Aides to work at the Port Authority Bus Terminal during the summer for departures to and arrivals from Friendly Towns.

Friendly Towns is a signature program area for The Fresh Air Fund from the organization's historical roots. Today, Fresh Air children are recruited from communities across New York City and welcomed into the homes of volunteer host families across 14 states from North Carolina and Virginia to Maine and Vermont, and into southern Canada for a one-week visit. A robust network of over 400 volunteers serve as key ambassadors and program partners in communities. These volunteers serve as Fund Representatives, Chairs, and committee members, working to support and develop their local Friendly Towns, and as such, are responsible for the Friendly Towns program at the local level. These volunteers recruit new volunteer host families, interview prospective families, support local outreach and marketing opportunities, and support the summer season of FAF children visiting the area. The Friendly Towns volunteers are supported by a team of professionals in NYC's FAF offices.

RESPONSIBILITIES:

- Station Aides have many responsibilities at the bus station, including station set-up/break-down.
- Station Aides entertain the children in the waiting area and attend to any minor problems.
- They accompany children to the bathrooms, and lead children on and off the buses when directed by the Station Manager.
- Station Aides check the lines to make sure parents are on the correct line, have proper paperwork, medication (for children with medications) and direct parents to the Help Desk if necessary.
- Station Aides also load/unload the children's luggage.

QUALIFICATIONS:

Applicants must be at least 18 years old and have completed one year of college.

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.

HOW TO APPLY:

yfigueroa@freshair.org

Please email cover letters and resumes to Yvonne Figueroa, Transportation Manager, The Fresh Air Fund, 633 Third Ave, 14th Floor, New York, NY 10017, email yfigueroa@freshair.org or fax 212-681-0238. Please no phone inquiries.