



Organization Description: Skate Like a Girl is a federally recognized non-profit organization that promotes confidence, leadership, and social justice through the vehicle of skateboarding. By centering non-traditional skateboarders in our programs and events, we seek to create an equitable skateboarding community where everyone can thrive. Currently, we have 3 chapters in Seattle, Portland, and the San Francisco Bay Area, and serve 10,000+ individuals each year.

Job title: Summer Camp Assistant

Purpose: Support the on-site Lead by facilitating a lesson group and other duties as assigned, ensuring the success of Skate Like a Girl events and programs.

Reporting to: Local Chapter Director

Salary: \$20/hr

Hours: Full Time and Part Time positions are available

Full-Time Position: up to 40 hrs/wk, approx 8:00am-4:30pm Monday-Friday, with potential additional evening/weekend hours

Part-Time Position: up to 25 hrs/wk, approx 8:00am-1:30pm Monday-Friday or 12:00pm-5:00pm Monday-Friday with potential additional evening/weekend hours

Location: Seattle, Portland, or SF Bay Area and surrounding areas

- **Seattle camp locations:** Greenlake, Jefferson, West Seattle, Kenmore
- **Portland camp locations:** Ed Benedict, Glenhaven, Luuwit, Beaverton
- **SF Bay Area camp locations:** Bella Vista, West Oakland, Piedmont

Please note that staff hours will depend on weekly program enrollment. Staff may need to work different hours and/or locations depending on the needs of Skate Like a Girl.



Summer 2024 Training & Program Schedule

Mandatory Virtual Zoom Trainings: 4 total hours

All Staff HR Orientation: Tuesday, May 28th, 6pm-8pm
All Staff Summer Program Training Tuesday, June 4th, 6pm - 8pm

Mandatory In-Person Trainings: 11 total hours

Specific locations, dates, & times of trainings TBD

Summer Camp: 5 hours
Skate Facilitation: 4 hours
AllySk8: 2 hours

<u>Mandatory In-Person Seattle Training Week:</u> June 17th - 21st	<u>Mandatory In-Person Portland Training Week:</u> June 10th - 14th	<u>Mandatory In-Person SF Bay Area Training Week:</u> June 3rd - 7th
<u>Seattle Camp Dates:</u> June 24th - August 30th	<u>Portland Camp Dates:</u> June 17th - August 23rd	<u>SF Bay Area Camp Dates:</u> June 10th - July 19th

Key responsibilities & duties

Collaborate with the Lead Counselor as well as other Assistant Counselors and volunteers to ensure excellence at summer camps and other programs, events, and/or tasks. Support the facilitation of camp days as per the curriculum and schedule, including greeting campers, supporting participant sign-in/out, assisting campers with skate gear, and leading elements of the day such as circle time, warmups, and showcase. Facilitate your own lesson group of up to 10 participants, providing the group with structure and challenges where all skaters are actively engaged for the duration of lessons. Communicate any on-site issues to the Lead Counselor and other staff or volunteers as needed. Adhere to all policies and procedures related to safety and conduct rules, as well as the mission of Skate Like a Girl. Complete other duties and projects as necessary to achieve goals and priorities of Skate Like a Girl.



Required Qualifications / Skills

- Minimum age of 15 years old for half-day positions (with parent permission). Minimum age of 16 for full-day positions.
- Knowledge and/or experience with skateboarding
- Ability to instruct skateboarding to a group of up to 10 participants, ages 5 and up
- Available for all mandatory virtual and in-person camp training dates
- Ability to project voice and speak confidently to a group
- Visual and auditory ability to quickly respond to incidents and the physical ability to act swiftly in an emergency
- Physical ability to lift up to 35 pounds
- Available during program and/or event hours and able to be flexible with work times, number of hours, and locations

Preferred Qualifications/Skills

- Skate Like a Girl is committed to building a dynamic team and strongly encourages applications from women, LGBTQAI+, BIPOC, and/or multilingual candidates
- Previous experience working with youth in education, sports, or camp
- Previous skate camp, or other general camp experience as a counselor, volunteer and/or participant
- Previous experience with Skate Like a Girl as a participant, volunteer, and/or staff



Duties of the role	Time spent	Competencies
Training	10%	<ul style="list-style-type: none"> ● Attend all mandatory Skate Like a Girl trainings, both virtual and in-person, as listed above
Program	80%	<ul style="list-style-type: none"> ● Arrive on-site and ready to go at scheduled time ● Assist Lead Counselor with set-up/clean-up tasks ● Participate in team huddle up before the start of each program ● Ensure clarity on your role and duties for the day - ask questions if unsure of what to do ● Greet participants and families as they arrive and depart ● Support Lead with participant sign-in/out as needed ● Lead activities such as circle time, stretches, and/or showcase, as assigned by Lead ● Facilitate a lesson group of up to 10 participants ● Assist participants with skate gear ● Supervise and ensure the safety of participants at all times ● Ensure a positive participant experience ● Take a group of participants for bathroom/water/snack breaks ● Participate in post-program debrief with team ● Check out with the on-site Lead or senior staff before leaving, ensuring that the space is clean, tidy, and ready for future participants
Communication & Accountability	10%	<ul style="list-style-type: none"> ● Effectively communicate with all Skate Like a Girl team members, including volunteers and staff ● Model the values and mission of Skate Like a Girl at all times ● Follow Skate Like a Girl standards and procedures as outlined in documents and at trainings ● Maintain a professional manner with participants, parents, and other community members you encounter while on-site ● Communicate any incidents or needs to Lead Counselor immediately ● Check Slack at the beginning and end of each shift ● Accept Google Calendar invites for all shifts ● Communicate requested time off with 2 weeks or more notice to local Chapter Director via Slack ● Log hours on time by bi-weekly deadline via Gusto platform