



**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 Lead

**Purpose:** Direct a small on-site team of staff and volunteers, ensuring the success of Skate Like a Girl events and programs.

**Reporting to:** Local Chapter Director

**Salary:** \$21/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: 14 total hours

*\*Specific locations, dates, & times of trainings TBD\**

**Summer Camp:** 5 hours

**Skate Facilitation:** 4 hours

**Lead Orientation:** 3 hours

**AllySk8:** 2 hours

Mandatory In-Person  
Seattle Training Week:

**June 17th - 21st**

Mandatory In-Person  
Portland Training Week:

**June 10th - 14th**

Mandatory In-Person  
SF Bay Area Training Week:

**June 3rd - 7th**

Seattle Camp Dates:

**June 24th - August 30th**

Portland Camp Dates:

**June 17th - August 23rd**

SF Bay Area Camp Dates:

**June 10th - July 19th**



## **Key Responsibilities & Duties**

Collaborate with the local Chapter Director, and on-site team of assistant counselors and volunteers to ensure excellence at all summer camps and other programs, events, and/or tasks. Prior to each camp week, pick up all skate gear, camp binder, first aid kits, and other supplies at the local Skate Like a Girl office/storage unit. Review all camper paperwork and note anything requiring your attention, such as allergies or other medical/behavioral information. Each day of camp, arrive onsite to load in gear/supplies and prepare for the daily staff huddle. Lead daily team huddle, delegating tasks and ensuring Assistants and volunteers, including teen volunteers in the YES program, understand their roles for the day. Engage any volunteers with appropriate tasks, such as supporting an Assistant's lesson group or helping with pad up. Operate camp days according to Skate Like a Girl schedule and curriculum, supervising all personnel and maintaining a high-quality participant experience. 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. Take photos and videos during camp and share with the Chapter Director. Lead a post-program debrief to address any issues from the day. Drop off all gear and binder to the office/storage unit on Friday afternoon after camp ends. Communicate any camp issues with Chapter Director, parents, and/or other team members 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 18 years old
- Previous experience leading a team and giving directions to others
- Previous experience working with youth in education, sports, or camp
- 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
- Ability to give clear directions and enforce safety standards
- 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
- CPR and First Aid certification required within 30 days of hire
- Must have valid driver's license, car insurance and reliable vehicle (to transport gear/equipment)

### **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
- Ability to speak multiple languages
- 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"> <li>● Receive CPR/First Aid certification within 30 days of hire</li> <li>● Attend all mandatory Skate Like a Girl trainings, both virtual and in-person, as listed above</li> </ul>
Pre & Post Program	10%	<ul style="list-style-type: none"> <li>● Pick up all skate gear and supplies before start of programs at the local Skate Like a Girl office/storage site</li> <li>● Review all paperwork looking for anything requiring your attention, such as allergies or behavioral notes</li> <li>● Drop off supplies at office/storage unit after program - do not leave gear at a site unless instructed to do so</li> </ul>
Program	70%	<ul style="list-style-type: none"> <li>● Arrive on-site with plenty of time to set up and prepare for staff huddle</li> <li>● Lead staff huddle, delegating tasks and ensuring everyone understands their roles for the day</li> <li>● Engage any volunteers with appropriate tasks</li> <li>● Lead a debrief at the end of shift to address any issues from the day</li> <li>● Operate program according to Skate Like a Girl schedule, including snack, water and bathroom breaks when appropriate</li> <li>● Facilitate sign in/out process, greeting each participant and/or family</li> <li>● Oversee program quality, manage on-site issues and provide feedback to staff/volunteers as needed</li> <li>● Supervising all on-site personnel</li> <li>● Ensure a positive participant experience</li> <li>● Facilitate a lesson group of up to 10 participants</li> <li>● Take photos and videos during camp and share with Program Manager</li> <li>● Ensure the space is clean, tidy and ready for future participants</li> </ul>
Communication & Accountability	10%	<ul style="list-style-type: none"> <li>● Effectively communicate with all Skate Like a Girl team members, including volunteers and staff</li> <li>● Model the values and mission of Skate Like a Girl at all times</li> <li>● Follow Skate Like a Girl standards and procedures as outlined in documents and at trainings</li> <li>● Maintain a professional manner with participants, parents, and other community members you encounter while on-site</li> <li>● Ensure all incidents are reported efficiently, communicating any urgent needs to Chapter Director promptly</li> </ul>



		<ul style="list-style-type: none"><li>● Check Slack at the beginning and end of each shift</li><li>● Accept Google Calendar invites for all shifts</li><li>● Communicate requested time off with 2 weeks or more notice to local Chapter Director via Slack</li><li>● Log hours on time by bi-weekly deadline via Gusto platform</li><li>● Submit approved requests for reimbursement within 60 days via Gusto platform</li></ul>
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