



2015 SKATE PARK VOLUNTEER PROGRAM INFORMATION

Applying for Skate Park Volunteer Position

POSITION DESCRIPTIONS & VOLUNTEER SCHEDULE

Skate Park volunteers perform duties as assigned by the staff while maintaining a positive, encouraging and motivating attitude towards the patrons at the Park. Volunteers must be dependable, punctual and adaptable.

Skate Park Volunteer Attendant

Position Description: The primary duty of the Skate Park Volunteer Attendant is to assist the paid staff with the overall supervision of the skaters in the facility, making the safety of all program participants the number one priority. Volunteer Attendants will be asked to help with daily cleaning/maintenance of the facility, greet customers, organize supplies and equipment, assist with program activities, and perform administrative duties. Assistance may also be needed to help with special events hosted at the Skate Park.

Schedule: Volunteer Attendants are assigned to shifts, Mondays through Thursdays, during normal hours of operation. Volunteer Attendants generally work during the spring (April-mid June) and fall (September) seasons, but additional hours are available upon request. Two shifts times are available each day, as indicated below, but may be altered on an individual basis with approval from the Volunteer Coordinator. Volunteers must commit to a minimum of 25 hours in order to be considered for a position.

- **Monday – Thursday (daily)**
 - *1st Shift:* 3-5:30 p.m.
 - *2nd Shift:* 5:30-8 p.m.

Volunteer Skateboard Clinic Instructor

Position Description: The Volunteer Skateboard Clinic Instructor will assist the paid staff in teaching youth participants how to safely learn new skateboarding skills in a formal group setting. Volunteer Instructors are responsible for coaching, mentoring and providing guidance to participants to help them build confidence in their skating ability. Volunteer Instructors must be able to provide verbal instructions as well as have the ability to demonstrate these techniques on a skateboard. During the lesson, Volunteer Instructors must work with the staff to give directions to the entire group while observing individual skaters to ensure they are grasping the concepts being demonstrated throughout the lesson.

Schedule: Volunteers are assigned to specific clinic sessions. Clinics are offered during the spring, summer and fall. The session times and dates are listed below. Volunteer Skateboard Clinic Instructors must commit to an entire session in order to be considered for a position. Volunteers may work during multiple sessions with prior approval from the Volunteer Coordinator.

- **Clinic Sessions**
 - *Spring Session:* Saturdays in May, 8:30 a.m. – 12 p.m.
 - *Summer Clinics: 8:30 a.m. – 12:30 p.m.*

Session #1: June 22 - June 26	Session #4: August 3 - August 7
Session #2: July 6 - July 10	Session #5: August 10 - August 14
Session #3: July 20 - July 24	
 - *Fall Session:* Saturdays in September, 8:30 a.m. – 12 p.m.

APPLICANT REQUIREMENTS

Applicants must be at least 14 years old or entering 9th grade in the fall of 2015 to be considered for a volunteer position. Applicants must be able to attend the mandatory training. Please note that all volunteers, if accepted, must have a Skate Park wavier form completed by their parent.

VOLUNTEER FEES

Candidates must register for a Student Union Membership before volunteering at the Skate Park. The Student Union is an annual membership that offers opportunities to volunteer with the City, access to our two Youth Center facilities, daily programming Monday-Friday from 2:45 - 7 p.m., and discounts on field trips for youth in grades 9-12. The fee to join the Student Union is \$5 for City of Gaithersburg residents and \$10 for nonresidents. Volunteers must take a photo at the Activity Center at Bohrer Park to receive their membership cards, but will not need to carry these cards while volunteering.

COMPLETING THE APPLICATION

If you are interested in applying for a volunteer position, please fill out the attached application and return it to the Front Desk of the Activity Center (506 S. Frederick Ave.) Applications can also be mailed, emailed or faxed (see additional contact information on the back of the application). Applications are accepted on an on-going basis.

APPLICATION PROCESS

Applications will be continually reviewed throughout the Skate Park season by the Volunteer Coordinator. ***Candidates will be contacted directly*** via email or phone to schedule an interview *within two weeks of receipt of the completed application*. After the interview, applicants will be informed within two weeks regarding whether they have received a position and what shifts or sessions they will be assigned to for their volunteer schedule. Volunteers must also attend a mandatory training before beginning at the Skate Park. Volunteers are responsible for arranging a training date with the Volunteer Coordinator prior to their first shift or session.

QUESTIONS?

If applicants have any questions regarding the Skate Park volunteer program, please contact Haley Stalker (Skate Park Volunteer Coordinator) at hstalker@gaithersburgmd.gov or Rachel Tailby (Senior Recreation Program Supervisor) at (301) 258-6350 x144 or rtailby@gaithersburg.gov.



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SKATE PARK VOLUNTEER APPLICATION



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1. Fill out the application.
2. **TO BE COMPLETED BY THE APPLICANT ONLY!**
3. Please type or print neatly.
4. Please do not attach additional pages.
5. Return the completed application to the Activity Center.

SKATE PARK EXPERIENCE

Do you have any experience skateboarding, inline skating or BMX biking?

Yes _____ No _____

If so, please select which category best describes your level of experience?

Beginner _____ Intermediate _____ Advanced _____

APPLICANT INFORMATION

Applicant's First Name: _____ Applicant's Last Name: _____

DOB ____ / ____ / ____ Age _____ Sex: M ____ F ____

School _____ Grade _____

Address _____ Apt # _____

City/State/Zip _____ City Resident _____
Nonresident _____

Home Number _____ Applicant's Cell Number: _____

Applicant's Email Address: _____

Mom's Name _____ Dad's Name _____

Work/Cell Number (Mom) _____ Work/Cell Number (Dad) _____

PLEASE SELECT THE POSITION YOU WOULD LIKE TO APPLY FOR BELOW.

Volunteer Skateboard Clinic Instructor _____ Skate Park Volunteer Attendant _____

Any Volunteer Position at the Skate Park _____

PLEASE DESCRIBE YOURSELF.

1. Membership or Participation in Clubs, Organizations and/or Sports Teams: _____

2. Certificates of Achievement and/or School/Community Honors: _____

3. Previous Volunteer Experience: _____

***** PLEASE COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE *****

4. Previous Paid Experience (includes babysitting, lawn work, odd jobs, etc:) _____

5. Previous Experience at the Skate Park: _____

6. Interests and Hobbies: _____

7. My experiences last summer included: _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made at least 3 weeks prior to the start of the program. Please indicate what accommodations are needed.

REQUIRED PARENT APPROVAL
PARENT SIGNATURE FOR VOLUNTEER APPLICATION SUBMISSION AND INTERVIEW PROCESS

Print Parent/Legal Guardian Name _____
Parent/Legal Guardian Signature



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To Submit Applications or To Obtain Further Information:

City of Gaithersburg
 Department of Parks, Recreation, and Culture
 Activity Center at Bohrer Park
 506 S Frederick Avenue
 Gaithersburg, MD 20877
 301-258-6350 (phone)
 301-948-8364 (fax)
 skatepark@gaitthersburgmd.gov