



2016 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 and fall seasons, but additional summer 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 Skate Park supervisor. Volunteers must commit to a minimum of 25 hours, i.e. 10 shifts, 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 Skateboard Clinic 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 Skateboard Clinic 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, 9:30 a.m. – 12:30 p.m.
 - *Summer Clinics:* Monday – Friday, 8:30 a.m. – 12:30 p.m. – (five select weeks throughout the summer)
 - *Fall Session:* Saturdays in September, 9:30 a.m. – 12:30 p.m.

APPLICANT REQUIREMENTS

Applicants must be at least 14 years old or entering 9th grade in the fall of 2016 to be considered for a volunteer position. Applicants must be able to attend a mandatory training session and become a registered Student Union member before the first day of volunteering. Please note that all volunteers, if accepted, must have a Skate Park waiver form completed by a parent or guardian.

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 Skate Park supervisor. ***Candidates will be contacted directly*** by email or phone to schedule an interview *after receipt of a completed application* to schedule an interview date.

VOLUNTEER PLACEMENTS

Although applicants may indicate preferred volunteer times, please note that volunteer placements are based primarily on the programming needs of the Skate Park facility. Applicants will be contacted following their interview regarding whether or not they have received a volunteer position, including a letter that indicates their assigned shifts, session dates and required paperwork. Accepted volunteers must then contact the Skate Park supervisor with their completed paperwork to arrange for a training date prior to their first day of volunteering.

VOLUNTEER FEES

Candidates must register for a Student Union membership. 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.

QUESTIONS?

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



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SKATE PARK VOLUNTEER APPLICATION



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@gaitersburgmd.gov