



THE IMAGINE JUSTICE PROJECT

AmeriCorps Position Description

- Program Assistant -
Alchemy Skateboarding

BACKGROUND INFORMATION

The Imagine Justice Project

Young people often come into contact with the criminal justice system as a result of normal adolescent behavior, such as taking risks and pushing boundaries. Due to institutional racism and implicit bias, this happens more often for Black and Brown youth through the over-policing of communities of color, racial profiling and disproportionate minority sentencing. The isolation and stigma surrounding criminal justice system involvement create additional barriers preventing youth and young adults from achieving their full potential. Protective factors, such as participation in positive youth development programs and connection to caring adults, can create safe and supportive environments for youth that prevent and reduce contact with the criminal justice system.

The Imagine Justice Project is a collaborative Pierce County effort to strengthen youth development and advance equitable, community-centered justice systems. One of the primary strategies of the Imagine Justice program is to leverage AmeriCorps volunteers to build the capacity of local organizations to provide culturally response, trauma-informed positive youth development programs and services.

AmeriCorps Team

An AmeriCorps member is an individual who engages in community service through an approved national service position. The Imagine Justice Project is recruiting 20 individuals to serve as AmeriCorps members in positive youth development programs across Pierce County. The majority of positions are fulltime positions, which complete 1700 total service hours over a period of approximately 11 months. Some shortened and part time positions are also available. Members are eligible to receive a living allowance, healthcare benefits, childcare benefits, as well as significant training and coaching. Upon successful completion of their service terms, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

POSITION INFORMATION

Position Title: Program Assistant

Service Term:

This is a 1700-hour full time position. The term is expected to begin Monday August 22nd, 2022 and continue through Friday July 15th, 2023.

**Days/Hours of Service:**

The typical schedule will be: Wednesday-Sunday from 11am-7:00pm with one 30 min unpaid lunch break and two 15-minute paid rest breaks. Schedules may vary based on special programs and projects as well as staff member needs.

Every other Friday AmeriCorps members will be expected to come together as a team for training, project planning, and team building. Alternate Fridays are optional days to come together with the AmeriCorps team.

Program Description:

The Program Assistant supports Alchemy Staff with the design, implementation, assessment, and delivery of various youth skateboard programs. It will focus primarily on serving community members who visit our nonprofit retail skate shop, the Grit City Grindhouse and Alchemy's indoor skate park. The goals of the shop are to help customers of all ages and skill levels who are interested in or actively skateboarding. Core to all of our programs is the ability to create a safe and welcoming environment for community members to ask questions and learn about all styles and facets of skateboarding and skateboard culture. A deep understanding of how Alchemy approaches teaching and sharing skateboarding is fundamental for the role of outreach coordinator as it will be their primary focus to create awareness of the many different ways Alchemy can serve the community.

Host Site Description:

Alchemy Skateboarding is a Tacoma-based 501(c)(3) nonprofit organization dedicated to providing opportunities for youth to learn and grow through skateboarding. Alchemy's vision is a future where skateboarders are recognized as positive contributors and an integral part of our vibrant community. We believe in and value respect, integrity, collaboration, diversity, and the importance of fun. Alchemy delivers our mission through providing the county's only indoor skatepark as well as a variety of programs to support youth in achieving their personal, academic, and professional goals.

Service Location:

Pierce County is located in the Puget Sound region of Washington State and is home to the iconic 14,000-foot tall Mt. Rainier. This area is the traditional lands of the Coast Salish people. With a population of approximately 800,000, Pierce County is the second most populous County in the state with Tacoma being Pierce County's largest City.

Alchemy's indoor skatepark and skate shop are located on the corner of S 7th St. and Court C just down the hill from St. Helens in downtown Tacoma. Our location serves as a hub for skaters, participants, and clients in the greater Pierce county area and beyond as there are very limited indoor skateparks in Washington State.

Position Description:

The Program Assistant will help support Alchemy's program staff and build relationships with youth and the larger community. Alchemy's largest and most broadly impactful program is the Grit City Grindhouse and as such this position will assist in a variety of general skate shop operations: helping customers, making sales, setting up skateboard equipment, as well as checking-in skaters to their skate sessions and getting set up with any rental equipment. Outside of daily operations supporting the skate shop and park, the Program Assistant will undergo specific skate instructor training to be able to offer support to one or more specific youth programs. Examples of these programs include skate lessons, skate camps, SALT (Skateboarding and Leadership Team), pop-up events, and various clinics. This position will work



with youth in one-on-one and small group settings to provide coaching and support for individuals to learn to skate or improve their skills. Key to successfully supporting Alchemy program staff is an understanding of program quality standards, assessment tools, and the Program Assistant will not only provide support during programing, but also offer insight, assessments, recommendations, and review program data.

Responsibilities and Related Tasks:

- Engage with youth and children ages 4-21
- Provide customer service to retail clients and skaters enrolled in various camps, classes, and clinics
- Facilitate basic retail transactions: cash handling, sales, and light Inventory management.
- Provide assistance during various programs: supporting instructors and working with youth learning to skateboard
- Help assess and improve program quality.
- Learn how to develop or expand program budgets
- Attend special committee meetings to develop a deeper understanding of operational structures.
- Participate in regular professional development, team-building, and service activities

Benefits:

- Living allowance of \$18,000 for complete service term. The living allowance is paid in equal installments on the 5th and the 20th of each month. Each installment is approximately \$818.18, totaling \$1,636.36 per month during service term (approximately 11 months).
- Access Segal AmeriCorps Education award in the amount of \$6,495 upon successful completion of service term. This award must be used within seven years of service completion and may only be used to pay educational expenses at eligible post-secondary and technical institutions OR repay qualified student loans
- Optional health insurance coverage for individual
- Optional childcare assistance (must meet specific eligibility requirements)
- Optional student loan forbearance during service term
- AmeriCorps Member Assistance Program (MAP) which includes virtual counseling and coaching, financial and legal assistance, and other resources
- Opportunities to receive discounts on hard goods available through retail skate shop
- Opportunities to schedule free access to use indoor skatepark

ELIGIBILITY

Required Qualifications:

- Age 18 or older at start of service term
- High School Diploma or equivalent upon start of service term, OR agree to obtain diploma or equivalent prior to using Segal AmeriCorps Education Award
- US Citizen or permanent resident
- Proof of complete COVID-19 vaccination
- Commitment to building skills and knowledge related to diversity, equity, and inclusion
- Ability to travel to service site(s) as well as other training or activity locations across Pierce County



- Ability to work with the public and provide customer service to a large variety of clients
- Experience Skateboarding (only needs proficiency in the basics of riding: Starting, stopping, turning)
- Ability to stay calm under pressure and prioritize tasks

Desired Qualifications:

- Represent the diversity of clients being served through personal characteristics and/or lived experience
- Previous experience working with youth or young adults
- Familiarity with the Pierce County community
- Skills and/or knowledge related to youth development, trauma-informed care, or diversity, equity and inclusion
- Experience and understanding of skateboard culture and the history of skateboarding
- Basic cash handling skills
- Detail oriented, ability to focus, and personally motivated to maintain a high degree of professionalism and quality of work

Criminal History:

The Imagine Justice Project values individuals with lived experience that relates to the clients and communities we serve. All AmeriCorps positions are subject to the National Service Criminal History Check (NSCHC) process. Applicants who do not consent or provide false information are not eligible to serve in an AmeriCorps position. Additionally, any applicant who has been convicted of murder, or who is registered or required to be registered on any sexual offender registry will also be disqualified from any AmeriCorps service position.

Selected applicants must complete background screenings/criminal history checks with the Pierce County Juvenile Court and the Tacoma Public School District. Applicants may be ineligible for service if they have a felony conviction of any crime against children or other findings deemed unacceptable by these partners.

Service Environmental & Physical Requirements:

Alchemy Skateboarding is a fast paced environment. Alchemy Skateboarding is an exciting and oftentimes loud, fast paced environment. It requires strong discipline and focus from team members to thrive and succeed in their role. Alchemy has many production tools and equipment and the regular use of skateboards indoors creates dust, dirt, and debris. This position will require long periods of time standing, and applicants must be able to regularly move or adjust heavy items between 20-50lbs (often times with help and support of other staff members). Applicants will be supporting staff during programming and helping others learn to skate safely, demonstrating basic maneuvers as well as physically and emotionally supporting youth as they learn to skate.

Equal Opportunity

AmeriCorps and the Imagine Justice Project is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. Reasonable accommodation will be provided to the known mental or physical disabilities of otherwise qualified members.



CONTACT INFORMATION

IMAGINE JUSTICE PROJECT:

*Safe Streets Campaign
714 S 27th St
Tacoma, WA 98409
Safest.org*

*Kaitlan Ohler
Imagine Justice Project Coordinator
kohler@safest.org
(253) 389-2407*

AMERICORPS HOST SITE:

*Alchemy Skateboarding
311 S 7th St
Tacoma, WA 98402
www.alchemyskate.org*

*Taylor Woodruff
Executive Director
Twoodruff@alchemyindoor.org
(253) 237-4281*