



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

---

**Position Title:** Camp Lead – ‘Echale Ganas Summer Institute’ (2) (SEA Site)

**FLSA Status:** TEMP Summer Position, 35 hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$26.00

**To Apply:** Please send cover letter, application (*found on website*) and resume to [lhuizar@elcentrodelaraza.org](mailto:lhuizar@elcentrodelaraza.org)

---

### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

*Temporary Summer Position, Employment from June 12- August 18, 2023*

The ‘Echale Ganas Summer Institute’ brings together 35 rising Latina/o middle school youth to build community, establish summer friendships, and enter the next school year at or above grade level. Our program is designed to foster an atmosphere of collective learning, celebration and fun! Scholars in our program receive academic support in Language Arts, Math/Science and Ethnic Studies. Youth also venture on weekly field trips focus on exploring their Pacific Northwest backyard.

As the Camp Lead, you will support overall program and enhance the learning culture for scholars. Your role will be lead and develop camp spirit during the 6 week program. You will ensure students have both structure and unstructured opportunities to build connections with their peers. As a closer in age mentor, you will relay information to the Summer Coordinator and Instructors. Through the summer, you will become a mentor to the youth and a much-needed support to the instructor. We seek an individual passionate about youth development and who can align to the mission of El Centro De La Raza. Spend your summer supporting the next generation of scholars find ‘orgullo’ in their culturas!

### ESSENTIAL QUALIFICATIONS:

- Undergraduate Student in Ethnic Studies, Chicax Studies, History, Education or related field.
- 1-2 years of work experience, youth related field preferred.
- Ability to build rapport and authentic relationships with youth identifying as Latino, Immigrant or Non-English Speakers.
- Bilingual Spanish/English both written and oral fluency preferred.
- Familiarity with Latino community, immigrant communities and/or diverse communities.
- Valid Driver’s License and Insurance in WA State.

### ESSENTIAL FUNCTIONS:

- Support with daily classroom management. Support 15:2 youth to staff ratio.

- Support with implementation of daily projects, participating alongside youth to complete daily activities. Check and ensure youth understanding of concepts being discussed. Relay messages to instructor on student feedback.
- Facilitate lunch meals program; distributing snack throughout the day supporting during lunch hour supervision.
- Assist with opening and closing circle activities. Leading activity on rotating basis with other aides.
- Driving El Centro Youth Van on field trip days. Vans are mini-vans, 7 passenger seats.
- Collect case notes throughout the 6 week to support data tracking of youth development during the program time.
- Develop Friday Field Trip Spirit Days.
- Encourage participation in weekly spirit days by establishing healthy competition.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with teaching platforms such as: Kahoot!, Padlet, ClassDojo, etc.
- Classroom management experience

#### **WORKING CONDITIONS:**

Program will be offered 100% in person, staff member will work in person at Beacon Hill Site, 2524 16<sup>th</sup> Ave S Seattle, WA 98144.

#### **PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to operate a vehicle with valid license and insurance from WA state

#### **Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

#### **Covid-19 Vaccination Requirement:**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

cc HR, personnel file  
REV: 5/2023