



## the Service Board JOB DESCRIPTION

**POSITION:** Spanish Interpreter (Seasonal, January - May)

**WORKS WITH:** Outreach and Engagement Coordinator/ Program Specialist

**JOB TYPE:** Contract

As a youth-led organization, **the Service Board (tSB)** builds community through the power of youth. For over 28 years, tSB continues to develop and implement culturally relevant programming for high school-aged youth from traditionally marginalized communities (BIPoC, LGBTQAI+, low-income, immigrants, refugees, foster care, houseless) in King County. Our year-around programming facilitates equitable access for youth to traditionally inaccessible outdoor activities with a focus on snowboarding in combination with community service projects, adult mentoring, social and environmental justice education. tSB provides youth with a supportive space where they are heard, valued and given space to develop as leaders.

**We are looking for a Spanish Interpreter to join on Wednesday Nights !** This position is critical to the success of our Wednesday night workshops and to help us make our program more inclusive. As the tSB translator you will:

- Collaborate with the Curriculum team and Engagement coordinator to review materials prior to Wednesday workshop.
- Serve as main interpreter for Wednesday nights workshops (5:30-8:00pm), review documentation prior to workshops, and attend meetings **totaling 10 hours of work weekly**
- Answer questions and provide additional context for our 3 Spanish speaking participants
- Serve as an accurate intermediary between Spanish speaking and English speaking individuals when necessary while also allowing Spanish speakers to try to communicate in English if desired.
- Convey the information objectively and accurately.

### **DESIRED SKILLS AND QUALIFICATIONS:**

- Translator certification preferred but not required
- High school diploma or GED
- Fluent in English and Spanish.
- 2 years experience working or volunteering as a translator on a professional setting,
- The skill to accurately translate cultural references, expressions and slang.
- Strong interpersonal and communication skills
- Experience with, and understanding of, the diverse communities we serve.

### **COMPENSATION AND BENEFITS**

- ~\$21 per hour
- Pro deals
- Dinner will be provided on Wednesdays.
- The opportunity to join us on a snowboarding day
- Payment via direct deposit or mailed check twice monthly

### **TO APPLY**

Please submit your resume highlighting translation experience to [melissa@theserviceboard.org](mailto:melissa@theserviceboard.org)

tSB is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces equity, and in compliance with applicable laws, tSB does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, genetic information, sexual orientation, gender identity or expression, or marital status. Candidates of color and familiar with our programs are strongly encouraged to apply.