



The State Officer Trainer/s are responsible for the managing and training of the State Officer team which includes chaperoning, guiding, educating and directing the team for SkillsUSA Washington. State officers, represent the organization and are often the first impression the public receives of SkillsUSA. State Officers are student members, elected by their peers and represent the organization. State officers are elected, trained and sent to represent SkillsUSA as ambassadors for Career and Technical Education.

Position Qualifications:

- Good communication and writing skills
- Experience with youth, education and leadership

Position Requirements:

- Coordinate State Officers and State Officer activities
- Communicate activities with State Officer Advisors when necessary
- Attend all mandatory State Officer functions:
 - CTSO State Officer Training – May (3-4 days)
 - Fall Leadership Conference (CISPUS) – October or November (3 days)
 - Civic Engagement Day – Olympia (1 day)
 - State Officer Training – Conference Planning – February or March (3 days)
 - State Leadership and Skills Conference – April (5 days)
- While at mandatory State Officer functions:
 - Supervise, coach and train State Officers
 - Arrive at function before State Officers and stay until they have left to return home
- Serve on State Nominating Committee at State Conference:
 - Friday –
 - Supervise State Officer Candidate nomination process
 - Participate in State Officer Candidate interviews
 - Saturday –
 - Supervise delegate meeting
 - Conduct elections
- Assist with State Officer training throughout the year
- Prepare State Officers for Opening and Closing Ceremony
- Provide references and information to the State Officers
- Follow-up with State Officers on their responsibilities
- Review and approve all State Officer Professional Development Program (PDP) work
- Review State Officer progress reports and/or report cards
- Maintain communication with State Officers and State Director throughout year
- Report to State Director and participate in State Officer Training planning meetings
- Assist with ordering t-shirts, polos or button down shirts for State Officer Team
- Other duties as assigned

Optional Activities:

- Participate in Leverage Training – June (3 days)
- Participate in the National Leadership and Conference (NLSC) – June (7 days)

Reimbursement:

- \$3,000 per year
- Mileage to and from mandatory in-state State Officer functions
- Expenses (hotel and meals) while at mandatory in-state State Officer functions