

Job Title: After-School Club Leader – Middle School

Location: Caroline Middle School 13325 Devils Three Jump Rd. Milford, VA

Reports To: Activities Director / Principal

Employment Type: Stipend (1 per 6 week session) Max 2 per same club.

Session 1: Sept. 1 - Oct. 10

Session 2: Oct. 20 - Dec. 12

Session 3: Jan. 12 - Feb. 20

Session 4: Mar. 16 - May 8

Must meet one consistent day per week for the entire session. I.E; Every Tuesday

Position Summary:

Caroline Middle is seeking a responsible and enthusiastic Leader to organize and lead engaging activities for middle school students. The Club Leader will create a welcoming, safe, and inclusive environment where students can explore interests, build skills, and connect with peers.

Key Responsibilities:

- Plan and lead weekly club meetings and activities
 - Foster a positive and respectful environment for all students
 - Supervise students and ensure safety at all times
 - Encourage student participation and creativity
 - Communicate regularly with school staff and parents as needed
 - Set up and clean up materials or space used for club activities
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Qualifications:

- High school diploma or equivalent (some college or experience preferred)
- Experience working with middle school-aged youth
- Strong communication and organizational skills
- Ability to pass a background check