

**Evanston Township High School
District 202
1600 Dodge Avenue
Evanston, IL 60204
www.eths.k12.il.us**

JOB DESCRIPTION

POSITION: Student Ambassador Sponsor

REPORTS TO: New Student Transition Coordinator, Director of Student Activities

QUALIFICATIONS:

1. Ability to develop and maintain positive working relationships with students, staff, and community members.
2. A demonstrated commitment to supporting a diverse student population and fostering an inclusive club environment.
3. Experience with technology, specifically Google Sheets, Classroom, Talking Points, and SignUp Genius preferred.

RESPONSIBILITIES:

1. Support club meetings and follow guidance from the New Student Transition Coordinator
2. Develop positive working relationships with students and staff
3. Maintains a variety of documents, including the club's activity account budget, field trip forms, and attendance records for club meetings and events
4. Recruits club members throughout the school year to keep an active and diverse club
5. Follows fundraising procedures according to the Sponsor Handbook
6. Requests room space for meetings and events to be approved and reserves the mini buses for any travel
7. Promotes and publicizes club meetings and events by utilizing PA announcements, fliers and posters, video announcements, and social media accounts
8. Supports the documentation of community service hours for students in the club.
9. Maintains positive relationships with students, supports our diverse population, and interacts with students and adults in a respectful manner
10. Sets goals with students to maintain purpose of the club
11. Plans activities to meet the needs, skills, and interests of the students involved.
12. Uses appropriate channels to resolve concerns and problem solve
13. Performs other related duties as assigned to ensure the efficient functioning of the club
14. Adheres to D202 Board of Education policies and procedures and other professional agency policies

CALENDAR:

The following evening/weekend events are supported by Ambassadors and require sponsor supervision:

- Orientation
- First Day of School
- Open House
- Conferences
- Incoming Freshman Information Night
- Course Request Night
- Middle School Visits
- Campus Tours
- LGBTQ Info Night
- Sports & Activities Fair
- Commencement/Graduation
- Ambassador Trainings
- Other events as deemed necessary

COMPENSATION:

Category ??? stipend for each 1st semester and 2nd semester as determined by the TC contract

EVANSTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER