

EVANSTON TOWNSHIP HIGH SCHOOL
District #202
1600 Dodge Avenue
Evanston, IL 60204
www.eths.k12.il.us

POSITION: **Extracurricular Activities Coordinator – Cat. 4**

REPORTS TO: **Director of Activities & the Student Success Center**

Purpose Statement: The Student Activities Office oversees the coordination of over 90 ETHS student clubs and organizations, student government, and school-wide student events such as homecoming, spirit weeks, performances, and dances. The Student Activities Department connects students to their interests outside of the classroom. ETHS students are encouraged to “Get Involved!” The purpose of this position is to effectively support the operational and logistical needs of the Student Activities Department and the academic success of student participants.

MINIMUM EXPERIENCE AND EDUCATION:

- 60 college credit hours relevant to position
- Experience working with and cultivating positive relationships with diverse groups of young adults
- Excellent organizational and communication skills
- Ability to work independently and on a team in the public school setting, with staff, students, community members and partners, visitors, and families in a fast-paced environment
- Strong proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word) and Google Applications (Google Docs, Google Calendar, Google Sheets, Gmail, etc.).
- Ability to compute, process, and interpret data from a variety of sources
- Comfort in student-centered environment that values equity, creativity, self-motivation, professionalism, reliability, and accountability

SKILL REQUIREMENTS/QUALIFICATIONS/KNOWLEDGE:

The Extracurricular Activity Coordinator position requires a demonstrated ability to build and maintain healthy relationships with high school students. A successful candidate will be able to support students and club/activity sponsors in a fast-paced environment with minimal guidance and handle multiple tasks simultaneously. The ideal candidate is savvy in providing customer service that is affirming and thorough, enjoys working with both teenagers and adults, has excellent interpersonal and communication skills, and exhibits strong organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Manage extracurricular academic eligibility process for clubs and activities (including but not limited to attendance, roster management, weekly grade checks/verifications)
- Ensure participants compliance with student activity non-academic procedures and expectations
- Implement Freshman Study Table program for all extra-curricular activities (Athletics, Clubs, Fine Arts)

- Ensure student compliance with Study Table and academic supports
- Manage the administrative tasks of the office, including answering phones and email, managing project timelines and calendars, maintaining department budgets and inventory, analyzing various data, ordering office supplies, and coordinating all service and facilities requests for events
- Co-host/support school-wide activities for staff and students (including but not limited to Institute Days, Connections Conference, Student Summits, Incoming Freshman Information Night, Mayor's Youth Empowerment Day, Activity Fairs, Prom, Senior Assembly, "Happy Friday," Grad Nite, Senior Class Photo, Dances, etc.)
- Assist with preparation of board reports and presentations
- Participate on Positive Behavior Interventions and Support (PBIS) Committee
- Other duties as assigned

TERM OF EMPLOYMENT: 10 Month (215 days)

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires sitting, walking and standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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