

Animal Club Job Description

Position Title: Animal Club Sponsor

Reports To: Director of Student Activities

Position Statement: The sponsor of Animal Club will provide an inclusive space for students that have an interest in animals to come together and learn about ways to help local shelters or animal related events.

Essential Functions:

- Maintains a variety of documents including club's activity account budget, field trip forms, and attendance records for club meetings and events.
- Recruits club members throughout the school year in order to keep an active club.
- Follows fundraising procedures according to the Sponsor Handbook.
- Submits Eduphoria Fundraiser Request Form for various fundraising events (i.e., bake sales, candy sales, and event ticket sales).
- Completes the Eduphoria Recap Form after the completion of each fundraiser within a week of each fundraiser.
- Supervises students during weekly meetings in accordance with D219 school policies.
- Requests room space for weekly meetings and events to be approved and makes travel arrangements in advance.
- Creates fliers and posters for weekly meetings which includes event time and location and obtains approval before posting.
- Promotes and publicizes club meetings and events by utilizing PA announcements, fliers and posters, video announcements, and social media accounts.
- Engages students in community service activities.
- Maintains positive relationships with students, supports our diverse population, and interacts with students and adults in a respectful manner.
- Sets goals with students to maintain purpose of the club.
- Collaborates with the Student Activities Director to maintain the vision of the department.
- Confirms the security of the facilities and ensures that students have a way to get home.
- Plans activities to meet the needs, skills, and interests of the students involved.
- Uses appropriate channels to resolve concerns and problems.
- Adheres to D219 Board of Education policies and procedures and other professional agency policies.
- Performs other related duties as assigned for the purpose of ensuring the efficient functioning of the club.

Goals of the Club: The goal of Animal Club is to raise awareness of needs of animals through their work with shelters, training programs and adoption centers.

Calendar: August through May

Weekly meetings (Day is TBD) 3:30 pm to 5pm

Hours Per Week: 1-2 hours per week.

Building: Niles North and Niles West

Performance Evaluation: Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply on-line at www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.