

**Astronomy Club**  
**Sponsor Job Description**

**Position Title:** ASTRONOMY CLUB

**Reports To:** DIRECTOR OF STUDENT ACTIVITIES

**Position Summary:** The Club Sponsor is responsible for collaborating with students and staff to promote the club's mission and goals, ensuring a rewarding extracurricular experience for all participants.

**Essential Functions:**

- Provide leadership and direction for Astronomy Club, offering guidance and support to club members.
- Foster a positive and inclusive team culture that encourages collaboration, respect, and camaraderie.
- Serve as a mentor and positive role model for club members, promoting personal growth and development.
- Encourage academic excellence and reinforce the importance of balancing academics with extracurricular activities.
- Learn and stay current with all club by-laws and regulations
- Publicize and celebrate student achievements and student growth to the school community
- Ensure adherence to school policies, rules, and regulations during all club activities.
- Prioritize the safety and well-being of club members during meetings, events, and potential travel.
  
- Maintain open and effective communication with club members, school administration, and parents/guardians.
- Organize, coordinate, and supervise club activities and events..
- Maintain up-to-date roster information in the student information system
- Record attendance for all practices, competitions, and all other meetings in student information system
- Maintain all club/team documents in a single folder with shared access to the direct supervisor
- Manage team logistics, including scheduling, equipment, supervision, and transportation for off-site events.
- Provide regular updates on club activities, progress, and upcoming events.
- Manage all club/team activity funds

**Additional Functions of Astronomy Club Sponsor**

- The sponsor of Astronomy Club prepares scientific topics for discussion
- Organize potential field trips to Astronomy-related events/locations
- Host students and community members at the Niles West Observatory; sponsor must be available in the evening to view sky after dark

- The Astronomy Club sponsor must have some content-knowledge about astronomy, space, and related topics, in addition to a strong understanding of equipment in the Observatory
- Open communication with Director of Science to ensure Niles West Observatory is properly cared for and maintained
  - Also communicate with Director of Science re: scheduled observations to ensure correct work orders can be submitted (need for parking lights, etc)

**Goals of the Club:**

The goal of the Astronomy Club is to provide a welcoming and inclusive space where students can explore passions, interests, and talents as it relates to astronomy and the use of observing equipment

**Calendar:** September through May

**Required Events:**

- Minimum of 2 meetings per month (We usually meet 2 Tuesdays and as many Friday evenings as possible. The students create a schedule which the club sponsor approves)
- Additional meetings/events as appropriate (e.g. Fall recruitment fair, Incoming 8th grade activities fair)

**Hours Per Week:**

- Minimum 2 x 1.5-hour club meetings per month
- Observing in the evening is 3 hours at a time (Sunset to no later than 10pm)
- Potential for additional 1-2 hours per month asynchronous work, as needed

**Building:** Niles West

**Stipend Compensation:** Category 26

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

Candidate must apply online at [www.niles-hs.k12.il.us](http://www.niles-hs.k12.il.us)

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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.