

## **Awards Committee Sponsor Job Description**

**Position Title:** Awards Committee Sponsor

**Reports To:** Director of Student Activities

**Position Summary:** The sponsor of the Awards Committee will work in conjunction with the Director of Student Activities to facilitate the Awards event. The sponsor will coordinate scholarships, awards, the program, ceremony script, and any other aspects/details of the Awards ceremony as needed.

**Essential Functions:**

- Coordinating all aspects of the Senior Awards ceremony, including scholarships, awards, and recognitions.
- Collaborating with school staff, community partners, and scholarship donors to gather award information and recipient details.
- Developing and organizing the event program, ceremony script, and presentation materials.
- Assisting with event logistics such as venue setup, audiovisual needs, and participant communication.
- Supporting the Awards Committee members in their assigned roles and ensuring deadlines are met.
- Managing timelines, submissions, and all other event details to ensure a smooth and professional ceremony.

**Goals of the Position:**

The goal of the Accolades Program is to effectively facilitate scholarships and an awards night at the end of the school year.

**Calendar:** November through May

**Required Events:** Accolades Ceremony

**Hours Per Week:**

- 1-2 hours per week
- Additional asynchronous work per week as needed to prepare for the ceremony

**Stipend Compensation Level:** Category 15

**Building:** Niles West

**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)

**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.