



Ping Pong Club Sponsor

Job Description

Reports to: Assistant Principal

Building: Munster High School

Evaluated by: Assistant Principal

Evaluation period: Annual

Qualifications:

Projects a positive attitude and establishes rapport with students

Purpose of the Position:

To work with students who have an interest in ping-pong and who want to participate at Munster High School.

Responsibilities:

- Oversees meetings
- Helps plan activities and field trips (including bus rentals and contacting establishment to be visited)
- Delegates responsibilities for planned activities
- Maintains current equipment
- Coordinates the purchasing of new equipment
- Works with the high school administration to coordinate a playing schedule
- Collects dues and pledges and keeps a current roster of members
- Arranges for chaperones or chaperones club activities
- Writes announcements pertaining to the club's activities
- Reviews the Constitution with each new group of officers.
- Any of duties as assigned by the school administration

Qualification Requirements:

School Town of Munster faculty or staff are preferred.

Length of Addendum Position

Entire school year

Terms of Employment:

Salary determined by addendum schedule within the teacher Collective Bargaining Agreement.
Addendum salary: \$788

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation