

Job Title: Assistant Mentoring (Male/Female)

Location: Rich Township High School

Job Type: Contract (One-year Term)

Reports to: Head Mentoring Sponsor (Male/Female)

Job Description: As a sponsor of the Mentoring (Male/Female), you will be responsible for overseeing all aspects of the club's operations, from planning and executing meetings and events to maintaining active engagement and growth in membership. This role demands a proactive, innovative, and enthusiastic approach to student activities, aiming to not only meet but exceed established participation goals and create a dynamic club atmosphere.

Every club and activity at Rich Township High School are expected to actively engage in continuous growth and improvement. Club sponsors and leaders are encouraged to aim beyond just meeting the minimum participation and activity requirements. The sustainable success and development of each club depend on proactive efforts to not only attract but also retain a diverse and enthusiastic membership. To achieve this, sponsors should focus on:

- **Active Recruitment:** Utilize activity fairs, social media platforms, and school events to showcase the unique aspects and successes of your club. Engaging presentations and interactive experiences can attract potential members by demonstrating the value and fun of participating in your club.
- **Creative Promotion:** Design and distribute eye-catching flyers and digital content that highlight upcoming meetings, events, and achievements. Tailor these materials to spark interest among a wide audience within the school.
- **Inclusive Practices:** Ensure that club activities and membership opportunities are accessible to all students. Foster an inclusive environment that welcomes students from all backgrounds, promoting diversity in both membership and club activities.
- **Community Engagement:** Strengthen the club's presence and impact by participating in or organizing community events, which can also serve as a platform for recruitment and public visibility.
- **Regular Reflection and Feedback:** Regularly review club performance, member engagement, and event success. Gather feedback from members to continuously improve the club experience and address any areas for development.

Purpose: Offers guidance and support through peer and adult mentoring.

Key Responsibilities:

1. Planning and Organization:

- Assist in organizing and leading regular club meetings, ensuring a structured agenda and a focus on engaging activities.
- Assist in planning and executing a minimum of 2 events or projects per year that align with the club's objectives.

2. Recruitment and Retention:

- Actively recruit new members through participation in activity fairs, the creation of engaging promotional materials, and leveraging social media platforms.
- Implement strategies to retain members by fostering an inclusive and welcoming club environment.

3. Leadership and Training:

- Provide leadership and guidance to club members, encouraging them to take on roles that enhance their skills and leadership abilities.
- Assist in arranging for training sessions or workshops that support the club's activities and members' personal development.

4. Community and School Engagement:

- Engage with the community and school events to promote the club's activities and achievements.
- Collaborate with other clubs, departments, and external organizations to enhance club visibility and impact.
- Ensure participants participate in at least one community service project.

5. Administration:

- Assist in maintaining accurate records of meetings, membership, and financial transactions related to club activities.
- Assist in ensuring compliance with school policies and regulations regarding student activities.

6. Performance Goals:

- Ensure the club maintains or exceeds a minimum membership of 15 participants.
- Strive to exceed the basic activity and participation requirements to secure the club's growth and sustainability.

Minimum Requirements:

Twice a month meetings, document mentoring sessions and progress, and host one workshop on personal development annually.

Minimum Qualifications:

- Proven ability to organize, motivate, and lead students.
- Excellent communication and interpersonal skills.