ST. VRAIN VALLEY SCHOOLS
academic excellence by design

JOB DESCRIPTION

Job Title: **Club Sponsor**
FLSA Status: **Volunteer**
Revised Date: **September 2022**
Salary Schedule: **N/A**
Work Calendar: **Varies by assignment**

SUMMARY:

Club sponsors are responsible for overseeing, coordinating, supervising and advising students participating in a variety of curricular and co-curricular activities and programs associated with the specific administratively approved club associated with a school or department. Club sponsors provide students with opportunities to explore their interests and talents though these activities and promote self-confidence and leadership skills in a variety of worthwhile leaning experiences which enhance and enrich the regular school or department program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duty / Responsibility Description	Frequency Daily/Weekly/Monthly/Annually	% of Time
1. Organizes and supervises a series of regularly scheduled activities for students supporting the club purpose.	M	25%
2. Actively promotes the program and seeks student participation.	W	10%
3. Attends all club activities, meetings, in-school and after-school events, and supervises students on related field trips and other out-of-school functions.	D	25%
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities in accordance with District policy.	D	5%
5. Advise individual participants in the skills necessary for successful participation.	D	10%
6. Provides positive learning environment for student participants.	D	10%
7. Works with school administration to communicate about club activities within the school, with parents and throughout the community.	W	5%
8. Arranges for any necessary transportation or scheduling. of competition officials related to the activity.	M	5%
9. Evaluates the program and makes recommendations for improvements as necessary.	A	3%
10. Perform other duties as assigned.	ongoing	2%
	Total =	100%

EDUCATION AND RELATED WORK. EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent.
- Experience/skills in related field, preferred.

LICENSES / CERTIFICATIONS / REGISTRATIONS:

- U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9)
- Criminal background check required for hire.

TECHNICAL SKILLS / KNOWLEDGE / ABILITIES:

- Demonstrated knowledge of the activity and related experience as determined by the administration.
- Ability to foster and sustain student interest in the activity and promote skill development.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and related technology equipment.
- Operating knowledges of and experience with business and productivity software applications and programs.
- Operating knowledge of and experience with general office equipment, telephone systems, copiers, printers, fax machines, etc.

REPORTING AND SUPERVISORY RELATIONSHIPS:

	Position Title
Reports to:	• Building Principal

PHYSICAL REQUIREMENT AND WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to fingers, handle or feel			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight and Force Demands	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	

Interpersonal Skills				X
Compile		X		
Negotiate	X			

Work Environment	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands	Required
No special vision requirement	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

Noise Level Exposure	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very loud	