

SAVE CLUB

SAVE (*Students Against Violence Everywhere*) *Promise Clubs* are a place for young people across the country to show their leadership, creativity and passion for protecting their friends, schools and communities from violence **BEFORE** it happens.

Sponsor Duties:

Upholding the mission and purpose of SAVE by creating a safe space within the schools and communities. In addition, share resources and skills to teach safety and avoid and prevent violence. Includes recruiting and holding meetings with students, fundraising, creating and hosting events for schoolwide student participation. Report attendance, fundraising, budget and bookkeeping for the club.

Club Sponsor Job Description

Club Sponsor will hold the title and be compensated for:

1. Assisting with Student Activities
2. Coordinating and attending events/activities
3. Organizing, documenting activities and record keeping
4. Submitting reports
5. Communicate and work with other club sponsors
6. Attend mandatory student activities meetings
7. Hold regular meetings with your club members (students) after school
8. Plan and carry out quarterly events throughout the year
9. Plan an annual SAVE conference
10. Plan and execute fundraisers for the Club and participate in fundraisers coordinated by Student Activities
11. All clubs are self-sustained; therefore, fundraisers are needed to collect funds to hold events, attend conferences, and purchase items for the club. Suggested goals: \$2,000 minimum for the year.

QUALIFICATIONS:

1. Shall hold an associate degree; prefer bachelor's degree
2. Shall demonstrate the ability to work effectively with students, staff and parents.
3. Shall demonstrate the ability to communicate effectively with supervisors, students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, stoop, and possibly lift up to 50 pounds or more, any and all body movements as related to the job description.

JOB GOAL:

To organize and supervise the assigned club; to follow the policies and procedures of the school district

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
2. Shall seek to establish friendly and cooperative partnerships between home and school.

3. Shall work to develop a positive public relationship between the school districts and the community.
 4. Shall carry out assignments in a timely manner without undue checking.
 5. Shall react positively to directives.
 6. Shall have a willingness to cooperate with the Superintendent, District Administrators, Building Administrators, Activities Director and Staff, and Other Club sponsors and Students.
 7. Shall understand, model and implement the board policy code of ethics to all students and fellow colleagues.
 8. Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES as Club Sponsor/Student**

Other duties include:

1. Shall initiate and assist with the election of class officers.
2. Shall supervise all club projects and meetings, and submit reports including attendance
3. Shall supervise all fund-raising activities and submit funds raised to the Bursar's Office
4. Shall keep accurate records/reports of funds raised and budget expenditures.
5. Shall communicate regularly with supervisors regarding the progress and development of the club
6. Shall prepare a detailed annual report highlighting the activity accomplishments, awards, participation levels and recommendations for improvement.
7. Shall perform other duties related to the position as assigned by the Supervisor

SHALL REPORT TO PRIMARY SUPERVISOR: Student Activities Director/Assistant