

Job description to include (not exhaustive list):

- Report to the Director of Student Activities
- Work with various departments, staff and students
- Work with Student Activities Director/Assistant Director, and the Admin Asst. over Buildings and Grounds to schedule all location event/activities/functions
- Submit Facility Use Form for events
- Maintain a shared calendar of all events
- Create and maintain a google classroom which must include student rosters and attendance of students enrolled; also join the Student Activities Club Sponsor Google Classroom
- Attend all sponsor club meetings
- Communicate and hold meetings with club students
- Lead efforts to maintain communication between stakeholders
- Review and manage financial account budget; submit reports to the Student Activities Director
- Coordinate fundraising efforts (a minimum of two fundraisers per school year: \$500 goal minimum)
- Maintain student's safety on and off campus* (if the club is off campus)
- Adhere to school rules and regulations, and policies
- Hold at least two school-wide events