

Mental Health Club Sponsor

Job Description

TITLE: Mental Health Club

APPOINTMENT: Sponsors shall be appointed annually upon the recommendation of the Principal to the Superintendent.

PRIMARY SUPERVISOR: Student Activities Director, Asst. Student Activities Director, Asst. Principal over Student Activities, Building Principal.

QUALIFICATIONS:

1. Shall hold an associate degree; prefer a bachelor's degree
2. Shall demonstrate the ability to communicate 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 provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

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 the annual Mental Health Fair/Banquet/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.
12. Coordinate events, gather information and resources, and network as it relates to mental health knowledge. Bring resources together to support students.

13. Promote the emotional development of children, staff and parents by providing training opportunities and information on mental health.
14. Assist in the development and implementation of specific plans for children and staff including special needs.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall initiate and assist with the election of leaders/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
Supervise your club working 2 concession dates.
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