

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 events throughout the year, and a minimum of two school wide events**
- 9. Plan an annual Women's Conference**
- 10. Plan events in March for Women's History Month**

QUALIFICATIONS:

- 1. Shall hold an associate's 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 district 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.**

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 Council Advisor:

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 and activity reports**
4. **Shall keep accurate records on 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