**ACTIVITY/CLUB SPONSOR**

Reports to – Building Principal

Sponsor in various school extra-curricular programs to promote involvement, teach individual skills, team skills and organize students for academic success.

**PERFORMANCE RESPONSIBILITIES**

1. Promote extra-curricular programs in the schools and community.
2. Plan the assigned extra-curricular program.
3. Organize and supervise practices and meetings.
4. Teach individual fundamental skills of the extra-curricular activity.
5. Check eligibility of participants, including insurance coverage and parent consent.
6. Recommend the purchase of equipment and supplies as appropriate for the health, safety, and welfare of participants.
7. Maintains an inventory of all equipment.
8. Perform related duties as assigned.
9. Follow all Gallatin County Schools Policies and Procedures.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. Minimum of sixty-four (64) semester hours of credit from an accredited college or university

2. Must be 21 years of age

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee