



## Sponsor

**FLSA Status:**

Non-Exempt  
Extra Duty

**Clearances:**

Criminal Justice  
Fingerprint/Background Clearance

**Education:**

60 college credit hours

**Certification and Licenses:****Salary Schedule :**

Extra Duty

### Reports to

District Activities Director and Building Administrator

### Purpose Statement

The position of Sponsor is done for the purpose(s) of ensuring students build creative thinking skills, social skills, and problem solving skills; providing students the opportunity to learn new skills through projects and activities.

### Essential Job Functions

- Allows students to be creative thinkers and problem solvers while supporting their vision for the purposes of giving students opportunities and to work together as a team
- Assists students with projects
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participant's accomplishments.
- Organizes and supervises a core group of students who meet regularly
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions
- Responds to questions or concerns of students, parents or other school staff for the purpose of providing information, assistance and/or direction
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior
- Supports students in any project or activity for the purpose of ensuring students have everything they need to function at their full potential
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.

### Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: organization; communication skills.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and /or regulations; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required

Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working extended hours that may include weekends and/or evenings; providing leadership, direction and team building; and traveling to off campus meetings.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 35% sitting, 30% walking, and 35% standing.

### **Conditions and Environment**

The job is performed under some temperature extremes and under conditions with exposure to the risk of injury and/or illness.