



Student Activities Director

The Director of Student Activities will have the ability to lead student leaders in the development, coordination and implementation of campus activities that create a fun, faith-filled campus experience. The ideal candidate has the ability to think creatively and communicate effectively in the planning and execution of student-centered activities and events. Strong leadership skills and relationship building abilities are essential to the position. Occasional evening and weekend supervision is required for this position.

Reports to: President

Assignment: 4 Periods TBD/ 4 Periods Activities

Primary Responsibilities:

- Leadership of Associated Student Body (ASB) team
 - Teach ASB Leadership Class
 - Provide organization, systems and processes for the ASB in order to help them facilitate student-led activities and events on and off campus.
 - Provide oversight of ASB elections
- Planning, coordination and supervision of student activities and events (including but not limited to: Back-to-School Bash, Club Rush, Homecoming, Dances, Rallies, Spirit Weeks, Serve Day(s), Boondog/Talent Show, Powder Puff/Iron Man)
- Oversight and management of student clubs
- Oversight and direction to class advisors
- Oversight of Link Crew
 - Plan and organize annual New Student Welcome
 - Provide direction and oversight to Link Crew supervisors and student leaders
- Organization and supervision of student volunteers
 - Admissions events
 - Golf tournament and other Advancement events
 - Graduation
 - Community events as needed

Secondary Responsibilities

- Assist with planning, coordination and execution of all school events (including but not limited to: New Parent Orientation, Visitation Days, Grandparents Day, Colors of Christmas, Admissions events, Knowledge Bowl, Eagle Excellence, Graduation)
- Provide student supervision as needed
- Assist Spiritual Life as needed in the areas of small group discipleship, community service and Hume Lake retreat planning.
- Other duties as assigned

REQUIREMENTS: Statement of faith consistent with vision and mission of the school; A minimum of 5 years experience at a secondary school or private, faith based institution is preferred.

This is an 11 month assignment (August 1 to June 30)

Salary dependent on experience (Director Level Range: \$64,939-\$128,000)

