

JESUIT HIGH SCHOOL ACTIVITIES DIRECTOR

Job Description

GENERAL DESCRIPTION:

The Activities Director coordinates all non-athletic student activities. The Director reports to the Dean of Students and Activities. This is a 4/5 position.

PERFORMANCE RESPONSIBILITIES:

The Activities Director will:

1. Coordinate Student Government
 - Teach the Student Government class
 - Organize Student Committees
 - Manages and maintains the ASB budget, receipts and expenditures.
 - Promote student leadership activities and meetings with leaders from other schools.
 - a. Attend all Metro League Activities Directors meetings.
 - b. Organize & lead Jesuit Student Government Retreat
 - c. Organize and participate in the Province wide student Ignatian Leadership Retreat
 - d. Encourage participation in the OASC summer leadership camps and school year workshops.
 - Assume primary responsibility for the administration of:
 - a. **Fall**– Freshman BBQ, Freshman Fun Night Mixer, Fall Spirit Assembly
Fall Spirit Week, Homecoming Court Assembly, Homecoming Dance Powder-Puff Football game, Powder-Tuff Dodge ball, Staff Appreciation Day, Athletic Competitions Spirit Events
 - b. **Winter**– Winter Semi Formal Dance, Food Drive Assembly
Winter Spirit Assembly, Student Fundraiser Assembly, Valentine Crush, Basketball Game spirit events
 - Spring**–Sader Hawkins Dance, ASB Elections, Class Elections, Selection of At-large Representatives, Spring Spirit Assembly, Spring Sports BBQ's. Class Elections, Prom Assembly, Prom Dance, Distribution of Student Fundraiser Funds, Staff Appreciation Day
 - Assume Secondary support responsibilities for the administration of:
 - a. December – Assist with Christmas Food Drive
 - b. February – Assist with Student Fundraiser
 - c. March – Assist with Multi-Cultural Week
 - d. April – Assist with Munch Madness
 - Organize Student Government Volunteers at yearly events
 - a. Back to School Night
 - b. Financial Aide Luncheon
 - c. Open House
 - d. Grandparents' Day

2. Administration of the Cheerleading Program
 - Supervise and approve hiring of all coaches. Currently 3 coaches
 - Monitor the collection of “participation fees” and monitors overall budget.
 - Ensure proper maintenance of cheerleading facilities
 - Monitor the flow of communication between the two cheerleading squads
 - Ensure coordination with the school for the Crusader Cheer Challenge, and assists with any challenging issues.
3. Coordinate Clubs
 - Monitor club budgets
 - Evaluate effectiveness and need for various clubs with the Dean of Students and Activities
 - Publish an on-line directory of existing clubs
 - Coordinate Club Moderator Luncheon
4. Communicate Activities
 - Update information on www.jesuitportland.org
 - Write periodic articles for the Principal’s Newsletter
5. Supervises and evaluates annually the Assistant Activities Director
6. Meets weekly with the Dean of Students and Activities
7. Other duties as assigned by Principal or Dean of Students and Activities

EVALUATION:

The Dean of Students and Activities will evaluate the Activities Director each year. The evaluation will be based on the Profile of a Jesuit educator and the duties and responsibilities listed above. Information will be gathered from the administration, faculty, staff, and students of Jesuit High School.

Revised: March, 2014