



### **POSITION DESCRIPTION**

**Title:** Allied Soccer

**Reports to:** Assistant Principal for Student Life and Operations

**Salary Lane:** H

**Purpose of the Position:** Supervise Allied Soccer Activities

**Time Commitment:**

1. **Contractual Minimum Hours:** 50
2. **Meeting Times:**
3. **Number of Students in the Activity:** 15

**Major Responsibilities:**

- Plan and organize all club events
- Supervise students involved in club-sponsored activities including competition
- Teach and develop leadership skills
- Oversee the correct and responsible use of club funds
- Work to develop positive club-school-community relations
- Maintain positive communications with all activities and their sponsors
- Follow all district policies, school rules and procedures
- Create and maintain a web page
- Oversee group participation in at least one competition

**Key Duties:**

- Recruitment of new members
- Conduct meetings as required hours outline
- Encourage participation in club-sponsored events
- Initiate the selection, purchase, care and storage of equipment and supplies
- Arrange for the use of building facilities and transportation when necessary
- Coordinate fundraising events; oversee correct and responsible use of fundraising funds
- Arrange for publicity of club events
- Execute other duties and assignments as required

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