

Goddard USD 265  
High School Job Description

|                          |  |
|--------------------------|--|
| POSITION:                | Spirit Club Sponsor  |
| RESPONSIBLE TO:          | High School Administration   |
| JOB DESCRIPTION:         | Supervision and the assistance in generating ideas and goals for the particular club or organization   |
| TIME & PLACE OF MEETING: | Periodically throughout the school year at the high school. Approximately two to three times before Fall Homecoming.   |
| DESCRIPTION OF CLUB:     | The spirit club will represent the High School by promoting general good sportsmanship within the student body. They also work to be good citizens of the school, being a visible group. Membership allows entrance into all home games. Members meet approximately three times total to decide Fall Spirit Week days, discuss homecoming decorations for Fall Homecoming. |

**SPONSOR RESPONSIBILITIES:**

1. Create membership cards
2. Supervise fundraising events
3. Fall Homecoming nomination vote by senior class and tabulation of votes – All school vote for Fall Homecoming –  
Fall Homecoming Duties: Hire DJ, arrange parents to assist, tickets printed at print shop, selling tickets at lunch, determine theme, decorations, order cookies, arrange for tables for water and cookies
4. Homecoming candidate write-up for Times Sentinel and candidate pictures
5. Write-up for announcer for football game
6. Order crowns for king, queen and candidates for fall, winter & Prom. Order three king's medals and candidate plaques
7. Choose two boys and two girls (kindergarten age) to participate in Fall Homecoming
8. Develop pep assembly agendas and clear them with administrators
9. Attend games
10. Supervision as needed
11. Plan monthly the activities throughout the year
12. Emphasize life skills such as cooperation, working with others they may or may not enjoy, discipline, consistent effort, and good manners

The duties and expectations for this job description will be in compliance with the activity sponsor's supplemental contract.

I have received and read this job description.

\_\_\_\_\_  
Activity Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activity Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date