

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****VOLUNTEER ADVISOR****JOB GOAL**

To assist the paid staff/advisors and enhance the co-curricular program for students.

QUALIFICATIONS

1. High School diploma.
2. Experience in related area is desirable and encouraged.
3. Desire to work with student.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REQUIREMENTS

1. Must submit a resume with references and two (2) letters of recommendation.
2. Must be recommended by the head advisor to the administration, setting forth information in writing which the head advisor supports the recommendation.
3. Must have a satisfactory criminal history record check, including fingerprint test. Applicant shall initially bear the cost of the Criminal History Review, but the Board of Education will reimburse the applicant once receipt is submitted.
4. Must submit to and pass a tuberculin test (TB) test in accordance with N.J.A.C. 6:29-2.3.
5. Must execute district's Expectations Form and Liability Waiver Form.
6. Must be approved by a recorded majority vote of the Board each season.

DUTIES/RESPONSIBILITIES

1. Assist the paid advisors during assigned activities.
2. Actively engage in the delivery of assigned activities to individuals and/or small groups under the direct supervision of the head and/or assistant advisors, hired by the Board.
3. Confer with advisors regarding activity planning and implementation.
4. Provide other services as requested that will be conducive to providing support for advisors.
5. Alert the head advisor to any problems or situations regarding an individual student club member.
6. Conduct self and club members in an ethical and proper manner during assigned activities.
7. Maintain confidentiality of information about student club members.
8. Make every effort to cooperate and work with other advisors and aides for the benefit of the students involved.
10. Take pride in representing Cumberland Regional High School.
11. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

RESTRICTIONS

1. At all times, the volunteer advisor must be under the direct supervision and in the presence of a head and/or assistant advisor employed by the Board.
2. Serve only in a support capacity. Only properly certified head and/or assistant advisors employed by the Board are responsible for the supervision and instruction provided to students participating in the club.
3. The volunteer advisor is not to be assigned to a club in which their child participates, unless the Principal and head advisor provide written permission before recommending to the Board for approval.
4. May be immediately relieved of their responsibilities upon recommendation by the Superintendent to the Board of Education.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Ability to work with assigned students.
3. Ability to follow instruction.
4. Good communication skills
5. Ability to lift up to 15 pounds at a time.
6. Prolonged periods of standing or walking.
7. Ability to traverse various grounds and facilities.

REPORTS TO

Head Advisor.

TERMS OF EMPLOYMENT

This position has no salary or benefits.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**

DATED: **February 23, 2023**