



## High School Student Activities Director

### General Description

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The High School Student Activities Director coordinates student activities which include special events, clubs, community service, and student leadership program. This employee is considered an ambassador of Christ and a minister of the Christian gospel, and is expected to integrate his/her Christian faith into his/her service to the school while actively participating in the spiritual formation of students.

### Essential Duties and Responsibilities

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- Works to improve school culture and spirit through events and activities for students.
- Planning and implementation of Homecoming Week, Warrior Week, school dances, pep rallies, and other school events
- Management of the Community Service Program, including tracking all student service hours and assisting with schoolwide projects
- Coordinate student club life and monitor active experiences throughout the school year.
- Oversee the student leadership program, consisting of a student-elected council and an administration-appointed council.
  - Facilitate student leadership involvement in the planning and coordinating of various student activities.
- Collaborate with various departments such as Advancement, Public Relations, Spiritual Formation, Curriculum, College Counselling, Fine Arts, and Athletics to coordinate the promotion and implementation of events.
- Works within an established timeline in the planning and coordination of activities
- Maintains an active social media activities account that communicates and highlights all events.
- Attends a variety of school events (academic, athletic, fine arts, etc.)
- Works alongside faculty, staff, directors, and other administrators to develop students' experiences and growth opportunities.
- Incorporates ways to include and foster greater student and faculty involvement.
- Nurture students' relationship with Christ in collaboration with the Director of Spiritual Formation
- Partner with the Business Office on all matters that involve funding including the collection, disbursement, and reimbursement of funds.
- At times during the year, extensive travel is required.
- Work during the summer is required for planning of school events.
- Other duties as assigned.

### Qualifications

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- Active participant of a Protestant church whose doctrine is consistent with the Westminster Christian School Statement of Belief
- Alignment with the Westminster mission/philosophy, goals, and objectives
- Excellent organizational skills
- Ability to prioritize and multitask and work independently and as part of a team.
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office Suite
- Efficiently and effectively meet and interact with students, parents, faculty, staff, and community partners in routine situations which require professionalism, tact, discretion, and courtesy.
- Qualified candidates will possess at a minimum an undergraduate degree in a related field and be certified or certifiable with the Florida Department of Education.

**Reports to:** High School Principal

**Schedule:** 10 month employee