

**PROJECT ADVENTURE LEADERS ADVISOR
(RIDGE HIGH SCHOOL)**

Reports To: Building Principal

Qualifications: Appropriate New Jersey Certification
Knowledge of high/low ropes courses, the Project Adventure curriculum and principles behind the program.

General Description: To provide students with the opportunity to take a leadership role in physical education classes. To give students the opportunity to facilitate a cooperative learning environment, mentor freshman, and give freshmen a connection to an older student. Leaders provide for a better cooperative experience allowing smaller groups in the larger physical education classes.

Major Duties and Responsibilities:

- 1.1 Actively promote the program and seek student participation.
- 1.2 Supervise and ensure the safety of students.
- 1.3 Plan and prepare summer training for high and low ropes.
- 1.4 Plan, prepare and supervise students for various activities such as: Camp Jump Start and faculty meeting regarding Project Adventure Leaders activities.
- 1.5 Guide students through the process of facilitating freshmen Project Adventure classes.
- 1.6 Supervise fundraising activities.
- 1.7 Responsible for the collection, deposit of funds, payment of bills and financial reporting according to board policies and regulations.
- 1.8 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.9 Perform additional duties related to activity as assigned by the building principal or assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

Frequency/Duration: Daily/Year

4/8/2008

Adopted: May 2, 2005

4/8/2008