

Proposal for Club Coordinator Position at WHS

Goal: Establish a Club Coordinator to facilitate the collaboration and scheduling among all club advisors at Willingboro High School. This person will be tasked with creating a club schedule that allows for maximum student involvement and pushing out pertinent information to all club advisors. Engage with the community to create partnerships with the goal of supporting the growth and continuation of clubs at WHS.

Steps to Completion:

1. Obtain a list of all currently active clubs and their advisors.
2. Create a Google Classroom and add all club advisors.
3. Create a Google Form survey to gather information from club advisors.
4. Create a master schedule of club meeting times/locations, post it in Classroom.
5. Create a student-friendly schedule of all clubs and meeting times.
6. Schedule regular meetings between Club Coordinator and club advisors.

Description:

The Club Coordinator is a necessary honorarium to ensure that Club Advisors receive all relevant information and that the master schedule for club meeting times allows for maximum student involvement. The Club Coordinator will:

- Hold monthly meetings with all club advisors
- Create and share a master schedule of club meeting times
- Coordinate club promotional/recruiting activities and initiatives
- Dispense necessary information to club advisors on a regular basis
- Collect end of year documentation for purposes of stipend release

Note:

For the current school year (2023-2024), Mr. Rose will assume this position as part of his administrative internship hours. In future years, this position may be offered as an honorarium.