

Kettle Moraine Lutheran High School
ASSOCIATE ACTIVITIES ASSISTANT
Position Description

KML is looking to fill the position of Associate Activities Assistant. The person in this position will work in conjunction with the current Activities Administrative Assistant to aid the Activities Director as needed.

Because the Activities Department is an extension of Christ-centered education at KMLHS, the Associate Activities Assistant shall be first and foremost a person of sound Christian character. In addition, this individual must meet the following:

QUALIFICATIONS:

1. Staunch supporter of Christian education, dedicated in service, and committed to the purpose of the school.
2. Self-starter who can work without direct supervision.
3. Highly organized individual.
4. Intermediate computer skills and/or the ability to learn computer programs used to accomplish the varied tasks that are associated with the Activities Department at KML.
5. Exemplary communication and people skills due to the many contacts with staff, students, and the public associated with this position.
6. Great attention to detail.
7. Excellent English grammar skills and spelling ability.
8. Ability to remain calm and amiable in a busy work environment.

DUTIES AND RESPONSIBILITIES:

Provides part-time assistance to the Activities Director in fulfilling his administrative duties. Responsibilities include but are not limited to:

1. Assist the Activities Director in coordinating facility usage for outside entities.
2. Handle record-keeping and distribution of awards for all non-athletic co-curricular activities.
3. Prepare and proofread materials for concerts and chapel services including, but not limited to, reporting usage of songs according to copyright and licensing requirements.
4. Act as a liaison to the KML Federation Lutheran Elementary Schools (LES) regarding LES events and activities held at KML.
5. Serve as the manager of the KML Scrip program.
6. Assist all non-athletic co-curricular activity leaders (Robotics, Chess Club, etc) with secretarial duties.
7. Perform general secretarial and office management tasks as they relate to the Activities Department.

RELATIONSHIPS AND ACCOUNTABILITY:

1. The Associate Activities Assistant is directly accountable to the Activities Director and through him to the Principal.
2. The Associate Activities Assistant functions within the policies established by the Activities Department and the Board of Directors.

Specific duties are listed in the Associate Activities Assistant Handbook.

This position is part-time: 25 hours per week (approximately 8:00 AM-1:00 PM, Monday-Friday), year-round. Hourly pay is based on experience.

Please submit questions and resumes on or before **Friday, August 14, 2020**, to Mrs. Melanie Schoeneck (262-677-4051 x1108; melanie.schoeneck@kmlhs.org).

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