

MAR VISTA HIGH POSEIDON EXECUTIVE BOARD

Poseidon Executive Board

The following Positions will be available for the 2021-2022 school year. Please read through the attached job descriptions for the positions you are interested in. In the list below, the position is followed by the grade you must be in for the 2021-2022 school year to be in this position.

Interview Positions:

1. [Field Trip Liaison](#)
 - a. Junior or Senior
2. [Communications Coordinator](#)
 - a. Senior
3. [Project/Equipment Manager](#)
 - a. Sophomore, Junior, or Senior
4. [Outreach Coordinator](#)
 - a. Junior or Senior
5. [Keeper of the Stoke](#)
 - a. Sophomore, Junior, or Senior
6. [Robotics Manager](#)
 - a. Senior

Elected Positions:

7. [Senior Class Rep/Poseidon President](#)
 - a. Senior
8. [Junior Class Rep/Special Projects Assistant](#)
 - a. Junior
9. [Sophomore Class Rep/Treasurer](#)
 - a. Sophomore
10. [Freshman Class Rep](#)
 - a. Freshman

[CLICK HERE TO ACCESS APPLICATION](#)

Interested parties should fill out short application with Mrs. Hill

Job Title

Field Trip Liaison

Reports To

The Field Trip Liaison will report to Poseidon Lead Teacher and Senior Class Rep and work with Communications Coordinator to distribute trip information.

Job Overview

The Poseidon Academy Field Trip Liaison will help organize details, communications, fundraising efforts, and paperwork for all upcoming field trips. They will assist Communications Coordinator in distributing information to all involved stakeholders.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Create letters and forms for trips.
- Obtain quotes for transportation.
- Assist Lead Teacher in organizing all paperwork.
- Collect paperwork in a timely manner.
- Attend trips if necessary.

Qualifications

The following qualifications are required:

- Junior or Senior in Poseidon Academy.
- Exhibit skills in being organized.
- Detail – oriented.
- Willing to email and talk on the phone to vendors.
- A basic knowledge of Excel.
- A helpful disposition.

Job Title

Communications Coordinator

Reports To

The Communications Coordinator will report to Poseidon Lead Teacher and work with all Executive Board Members to understand what is coming up for Academy students.

Job Overview

The Poseidon Academy Communications Coordinator will be responsible for drafting communications via electronic and speaking engagements. Represents Poseidon Academy at various events.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Compile pictures and descriptions for monthly newsletter.
- Draft emails to communicate with students and families.
- Update Poseidon Calendar.
- Manage Poseidon social media platforms under the direction of Lead Teacher.
- Speak at events where Poseidon needs representation.

Qualifications

The following qualifications are required:

- Senior in Poseidon Academy.
- Exhibit skills in being organized.
- Good computer skills, especially in Google and Microsoft. Photoshop skills also applicable.
- Knowledge of social media.
- Comfortable with public speaking.
- A smartphone with working camera.

Job Title

Project/Equipment Manager

Reports To

The Project/Equipment Manager will report to Poseidon Lead Teacher and work with all Class Reps to have an awareness of current class projects.

Job Overview

The Poseidon Academy Project/Equipment Manager will be responsible for keeping supplies in classrooms organized. Also responsible for keeping track of which supplies are running low, and have a desire to keep things tidy. Should have an understanding of Engineering projects to know where supplies belong.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Managing Supply Boxes and keeping them tidy.
- Label and organize storage areas.
- Set up upcoming projects and labs.
- Manage supply lists.
- Find ways to get more supplies for big projects.
- Continually organize VEX pieces.

Qualifications

The following qualifications are required:

- Junior in Poseidon Academy.
- Exhibit skills in being organized.
- Flexibility in schedule to assist with various projects if necessary.
- Basic computer skills to keep track of materials.
- Desire to keep things tidy.
- Understanding of various Engineering projects & required materials.

Job Title

Outreach Coordinator

Reports To

The Outreach Coordinator will report to Poseidon Lead Teacher and work alongside Field Trip Liaison and Communications Coordinator.

Job Overview

The Poseidon Academy Outreach Coordinator communicates with our industry partners for upcoming events, assists with recruitment, and helps with anything involving outside entities.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Plan Quarterly meetings with industry partners.
- Attend recruitment events such as Future Mariner Day, Mar Vista Academy Science Night, etc.
- Seek out new industry partners.
- Invite school administrators and industry partners to upcoming events.
- Be involved in Community Service efforts with Industry Partners (i.e. Beach clean-ups, Oceans Day, Tijuana River Valley clean-ups, etc.)

Qualifications

The following qualifications are required:

- Junior or Senior in Poseidon Academy.
- Not afraid to talk on the phone.
- Understanding of professional business practices such as how to write a proper email.
- Not afraid of public speaking.
- A working cell phone.
- Good eye contact.

Job Title

Keeper of the Stoke

Reports To

The Keeper of the Stoke will report to Poseidon Lead Teacher and Class Reps.

Job Overview

The Poseidon Academy Keeper of the Stoke will help foster a culture of community and fun. This person will help create events for class-to-class bonding, and assist in planning Poseidon-only events like barbecues and assemblies.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- BUILD THE HYPE! Make sure people are HAPPY to be in the Poseidon Academy
- Come up with activities for class-to-class bonding such as senior-freshman mentorship.
- Plan lunchtime and after-school events for Poseidon students.
- Coordinate activities that celebrate Poseidon members' achievements.
- Keep track of birthdays.
- Get your amigos involved.

Qualifications

The following qualifications are required:

- Junior or Senior in the Poseidon Academy.
- Outgoing personality.
- Good rapport/respect among classmates and teachers.
- Should own a Hawaiian shirt.
- Either you can be loud, or you own a megaphone.

Job Title

MVH VEX Robotics Team Manager

Reports To

The MVH VEX Robotics Team Manager will report to VEX Coach and/or EDD Teacher and assistants.

Job Overview

MVH VEX Robotics Team Manager is in charge of one of 3 teams of the MVH VEX Robotics program. They are a leader in effort and follow-through in the classroom. Managers are expected to attend all Robotics contests throughout the school year. They will ensure consistency and highest levels of competition in all MVH teams, representing Mar Vista High with pride and knowledge.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Attend all VEX competitions throughout the season.
- Oversee other teams as manager.
- Give feedback to teams on how they could be better.
- Communicate to architects for all updates in notebooks.
- Keep teacher posted on progress of robot.
- Organize materials for all teams.
- Teach younger classes how to construct robots.

Qualifications

The following qualifications are required:

- Senior in Poseidon Academy.
- Exhibit skills in building and coding.
- Punctual.
- Leadership/respect among classmates
- Understand the basics of ROBOT-C
- Organized when it comes to materials.

Interested parties should fill out short application with Mrs. Hill

Job Title

Senior Class Rep/Poseidon Prez

Reports To

The Senior Class Rep will report to Poseidon Lead Teacher and work alongside Communications Coordinator and Keeper of the Stoke.

Job Overview

The Poseidon Academy Senior Class Rep/Poseidon Prez oversees majority of activities in the Executive Board. They report directly to the Lead Teacher and ensure good communication with other Class Reps and the entire Poseidon Senior Class.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Manage and attend monthly Executive Board meetings.
- Work with Keeper of the Stoke to plan Senior activities.
- Meet with industry partners and other stakeholders.
- Help distribute information to Senior Class.
- Represent Poseidon Academy in various activities.
- Assist Lead Teacher with various duties.

Qualifications

The following qualifications are required:

- Senior in Poseidon Academy.
- Understanding of professional business practices such as how to write a proper email.
- Not afraid of public speaking.
- Good rapport/respect among classmates.
- A working cell phone.
- A helpful disposition.

Job Title

Junior Class Rep/Special Projects Assistant

Reports To

The Junior Class Rep will report to Poseidon Lead Teacher and Senior Class Rep.

Job Overview

The Poseidon Academy Junior Class Rep/Special Projects Assistant is responsible for compiling past pictures, creating advertisements, and designing décor for classes and events. This person will ensure good communication with other Class Reps and the entire Poseidon Junior Class.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Work with Field Trip Liaison to communicate all trip details to Juniors.
- Keep classroom décor up to date.
- Compile and organize past projects.
- Assist Lead Teacher with various duties.

Qualifications

The following qualifications are required:

- Junior in Poseidon Academy.
- Good rapport/respect among classmates.
- A working cell phone.
- A helpful disposition.

Job Title

Sophomore Class Rep/Treasurer

Reports To

The Sophomore Class Rep will report to Poseidon Lead Teacher and Senior Class Rep.

Job Overview

The Poseidon Academy Sophomore Class Rep/Treasurer is responsible for communicating upcoming activities to the Sophomore class. Additionally, this person will assist in organizing financial data for quotes and help with any receipts and funding that is received. This person will ensure good communication with other Class Reps and the entire Poseidon Sophomore Class.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Work with Field Trip Liaison to communicate all trip details to Sophomores.
- Oversee all handling of money.
- Sign ASB deposits.

Qualifications

The following qualifications are required:

- Sophomore in Poseidon Academy.
- Good rapport/respect among classmates.
- A working cell phone.
- Ability to count money!

Job Title

Freshman Class Rep

Reports To

The Freshman Class Rep will report to Poseidon Lead Teacher and Senior Class Rep.

Job Overview

The Poseidon Academy Freshman Class Rep is responsible for communicating upcoming activities to the Freshman class. This person will ensure good communication with other Class Reps and the entire Poseidon Freshman Class.

Responsibilities and Duties

Responsibilities and Duties include but are not limited to:

- Attend monthly Executive Board meetings.
- Work with Field Trip Liaison to communicate all trip details to Freshmen.
- Be stoked about Poseidon!

Qualifications

The following qualifications are required:

- Freshman in Poseidon Academy.
- Good rapport/respect among classmates.
- A working cell phone.