

# Key Club Sponsor

**Reports To:** Principal or Activities Director

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## **Position Summary:**

The Key Club Sponsor serves as the adult advisor and mentor for the school's Key Club chapter. This role involves guiding student leaders, overseeing club activities, ensuring compliance with school policies, and supporting members in planning and executing service projects. The sponsor helps foster leadership, character building, and community service among students while maintaining a strong relationship with Kiwanis International and the local Kiwanis club.

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## **Primary Duties and Responsibilities:**

### **Advisory Role**

- Provide guidance and mentorship to Key Club officers and members.
- Attend and supervise all club meetings, events, and service projects.
- Ensure that all club activities align with the school's policies and Kiwanis guidelines.

### **Leadership Development**

- Support student officers in developing leadership skills through training and mentorship.
- Assist in the election and transition of new officers annually.
- Encourage student-led initiatives and decision-making.

### **Event Planning and Supervision**

- Oversee planning and execution of service projects and fundraisers.

- Ensure adequate safety measures and appropriate adult supervision at events.
- Coordinate with school administration for necessary approvals.

### **Administrative Responsibilities**

- Maintain accurate records of meetings, membership, and service hours.
- Assist with dues collection and ensure timely submission to Kiwanis International.
- Serve as the primary liaison between the Key Club, school administration, and sponsoring Kiwanis club.
- Ensure all required reports and forms are submitted on time.

### **Communication and Promotion**

- Promote club activities and service opportunities within the school and community.
- Facilitate communication between students, parents, school staff, and Kiwanis members.
- Support recruitment and retention of club members.