



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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- ACTIVITY:** Activities - Club Advisor
- SCHOOL:** Elementary, Middle and High School
- PURPOSE:** To provide activities or clubs which interest and excite the students. An activity or club may be in the form of preparation for an extracurricular competition, exploration of new material or topic, or providing a service to the school or local community.
- ACTIVITIES:**
1. Supervises the organization of the meetings, elections of officers (as appropriate), and programs for the school year.
 2. Generally activities or clubs will meet once per week – September to May. However, depending on the time of year the number of meetings may be more or less frequent.
 3. Through field trips, guest speakers, and the advisor herself/himself, offers knowledge and directs the activity or club.
 4. Supervises and oversees all fund raising activities and the collecting and depositing of all money realized.
 5. Maintains correspondence
 6. Reports to the principal of the building or designee
 7. Travel to various activities or competitions may be involved. The stipend includes these travel activities/competitions.
 8. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.
- DURATION:** September - May
- STIPEND:** Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: