



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 1

**POSITION:** Advisor to the Interact Club - High School

**PURPOSE:** Sponsored by the Rotary Club of Haddonfield, this is a service oriented club which offers assistance to the school and community using the building as well as undertakes appropriate service projects.

**ACTIVITIES:**

1. Supervises the selection of officers, organization of programs and projects for the school term.
2. Meets on a regular basis to undertake projects such as providing student ushers for community Geographic programs, Back-To-School Night, College Night, etc.
3. Periodically sends student representatives to the Rotary luncheons.
4. Oversees the collection and deposit of all money which may be raised through fund raising projects.
5. Some correspondence and bookkeeping responsibilities are required.
6. 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.

**FUNDING:** SELF-SUPPORTING: Expenses are minimal and can be easily raised through a simple fund-raising activity.

**DURATION:** September - May

The club meets after school bi-weekly to plan and carry out their program. The advisor may spend additional time instructing, supervising, or counseling students in their service. Some travel may be involved.

**STIPEND:** Based on Schedule B of the Working Agreement.

BOE Approved Date:  
BOE Review Date: