



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
JOB TITLE			CONTRACT REFERENCE
Builders Club			FEA Master Agreement
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE
Activities Administrator			January 2016

JOB SUMMARY

To oversee and manage all activities of the Fridley Middle School Builders Club

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Organize and facilitate meetings.
2.	Organize and supervise all activities related to every aspect of the club.
3.	Oversee the club to ensure all activities are run independently from the school budget and fundraising is performed within district and school guidelines.
4.	Create and maintain an atmosphere of inclusion, not only within the Key Club but between other clubs and activities as well.
5.	Work collaboratively with school administration to ensure a positive atmosphere within the student council and the school in general.
6.	Seek improvement through local, state, national, and international workshops, initiatives, and contacts.
7.	Work in collaboration with local Kiwanis personnel assigned to be part of the Builders Club leadership personnel.
8.	Be open to new ideas from students, staff, and administration and look for positive ways to respond to the ever changing climate of Fridley Middle School.
9.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

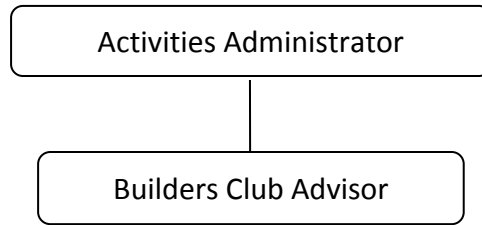
- Minnesota teaching license required
- Experience in Middle School club management preferred

JOB TITLE

Builders Club

– Page 2

CONTRACT REFERENCEFEA Master Agreement

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

—————

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 60 pounds, occasionally being required to lift and/or move up to 80 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus