

TITLE: Sponsored Programs Activity Leader
DEPARTMENT/DIVISION: Educational Talent Search (Focus)
DATE PREPARED: May 5, 2021
REPORTS TO: Director of Talent Search
CLASSIFICATION: Temporary (Part Time)

POSITION SUMMARY

Talent Search provides academic and enrichment activities to 1200 middle and high school students. The program offers summer activities for small to medium groups. These activities include college tours, and other social, cultural, and recreational enrichment. Sponsored Programs Activity Leaders assist Talent Search Staff with implementing and supervising all activities with participants on campus as well as off campus during field trips.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Provides one-on-one support and encouragement to help students develop an increased sense of confidence.
- Participate in orientation/training sessions and attend scheduled staff meetings.
- Supervise activities and enforce program rules within groups of 10-25 students.
- Participate and engage in activities with students when appropriate
- Oversee activity preparation, set up, and clean up.
- Monitor and supervise students during field trips and activities.
- To ensure the safety and health of participants, monitor and correct inappropriate student behavior during activities and bus rides.
- Coordinate, prepare and serve evening snacks.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor’s authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the College’s needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

APPLICATION PROCEDURE: Applications are available in the Talent Search (Focus) office (Scott 109) during regular business hours (8:00 – 4:00). Completed applications should be submitted along with college transcripts (if applicable) to: Talent Search, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818. **DEADLINE FOR APPLICATIONS:** Application reviews will begin on May 17, 2021 and will continue until the positions are filled.