

**TITLE:** Sponsored Programs Activity Leader  
**DEPARTMENT/DIVISION:** Upward Bound  
**REPORTS TO:** Director of Upward Bound  
**CLASSIFICATION:** Temporary (Part-Time)

### **POSITION SUMMARY**

Under general supervision the Activity Leader provides one-on-one support and encouragement to help students develop an increased sense of confidence. They oversee activity preparations, participate in activities, and monitor and supervise Upward Bound participants 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 practices 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.

**APPLICATION PROCEDURE:**

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 AM – 4:00 PM). Completed applications should be submitted along with college transcripts (if applicable) to: Upward Bound, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

**DEADLINE FOR APPLICATIONS:**

Application reviews will begin on April 2, 2025 and will continue until the positions are filled.