

WEB/LINK Crew Coordinator

Job Responsibilities

1. Organize and facilitate Leadership Training prior to Orientation.
2. Organize and facilitate Orientation to be held within a week before the first day of school.
3. Prepare for orientation, including: requesting facility, gathering supplies, ordering food, planning activities, and contacting parents of both leaders and incoming 6th/9th graders.
4. Preparing and directing WEB/ LINK leaders for major events that occur during the first month of school(such as, First day of school, Back to School Night, and First Dance of the school year.
5. Hold a monthly meeting for WEB/ LINK leaders.
6. Organize and facilitate activities for WEB/ LINK leaders.
7. Follow up on WEB/ LINK leaders both socially and academically throughout the school year.
8. Prior to the end of the school year, collaborate with site administrators for scheduling of activities and budgeting for the upcoming school year.
9. Prior to the end of the school year, recruit and select WEB/ LINK leaders for the upcoming school year.