

POSITION POSTING

Position Title: Grad Class Sponsor
Part-time (2/11ths) or equivalent

Department: Student Life

Immediate Supervisor: Deputy Head – Student Life

Nature and Scope

Working with the Deputy Head – Student Life, the Grad Class Sponsor will support all graduation class activities. The successful candidate will work with the Grad President and organize weekly meetings with the Grad Council.

Education / Certification:

- A relevant undergraduate degree is an asset.

Duties:

- Coordinate Grad President and Grad Council
 - o Mentor the Grad President and Grad Council
 - o Facilitate weekly meetings that result in action plans
 - o Manage the annual selection process for the Grad President and Grad Council
- Manage Graduation Dinner/Dance
 - o Organize the entire process of this annual event
 - o Book an appropriate venue for this annual event
 - o Work with graduating families to arrange a seating plan
 - o Coordinate accommodation information for parents and staff
 - o Manage the overall evening program
 - o Coordinate set up and take down
 - Solicit parent and staff volunteers to help with this process
 - o Coordinate garment rental and fittings
 - o Facilitate the annual grad class video and slideshow
- Manage major grad-related events
 - o coordinate the following events
 - Interhouse Airband
 - Snow Ball
 - Spring Formal
 - Lifers' Dinner
 - Grade 12 bonding events e.g. off campus excursions and events with other schools
 - o Support the Graduation Ceremony including ordering the cap and gowns
- Partner with the Student Activities Committee (SAC), Student Peer and Assistant Resource Counsellors (SPARC), and Brentwood Environmental Action Team (BEAT) to deliver student events
 - o some include Spirit and Kindness weeks
- Facilitate Grad fundraising endeavours
 - o Create momentum for the annual Grad Class Bursary program

Skills:

- Superior organizational skills
 - o Demonstrated use of successful organizational processes
 - o Proactive approach to workflow
 - o Manage Grad Class calendar in MySchool and the school's Google Calendar
- Demonstrated passion and positivity
 - o Demonstrated success working with young people
 - o Demonstrated optimistic and positive attitude

Working Conditions

- Located in a modern campus complex.
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment.
- Work in a fast-paced learning and school community environment that operates 7 days a week.
- There will be periods of intense work.
- Day, afternoon, and evening shifts of varying duration, including weekends are expected
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources **no later than at noon on Thursday April 18th, 2019.**

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