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| **Role** | BOOST Club Captain and Deputy |
| **Time Commitment** | (Lunchtimes and afterschool) Each club session and one fortnightly lunch time for administration duties  *(Time can be split between the Captain and Deputy)* |
| **Vacancies** | 2 per club |
| **Suitable for Years** | Years relevant to the club |
| **Job Description** | **BOOST Club Captain**  To take an active role within the school community, supporting the BOOST Clubs’ success. Attendance to the club on a weekly basis is expected.  You will lead the management of the club and will coordinate with staff to manage the weekly sessions. This will involve lunch time administration work to provide photographs of the club sessions on a fortnightly basis.  As part of this role, you must also be:  • Approachable and supportive  Other students need to feel safe and secure in asking you for help to participate in the club’s activities.  • An effective communicator with good listening and speaking skills  You will need to be able to listen carefully to assess each student’s need and be able to explain clearly how or what they need to do without doing it for them. Communicate your ideas and topics of discussion and share plans with others. Try to motivate other students to attend your club. You need to make sure you attend the club every week and work hard to ensure the club operates efficiently.  **Boost Club Deputy Captain**  The Deputy Club Captain will work alongside that of the Club Captain. You must be ready to support the captain to fulfil their duties, and to step in when they are not able to attend a weekly club session. Your duties will be the same as above, ensuring your support helps with the running of the club activities. |
| **Key Responsibilities** | As a Boost Club Captain or Deputy, you will be expected to:  • Regularly attend club sessions  • Promote and advertise your club to other students  • Support to ensure club registers are taken accurately  • Set up and pack away club equipment  • Organise and lead club activities, such as the Boost Club Marketplace  • Ensure safe working practice  • Work in a clean and tidy manner  • Clean equipment when necessary  • Develop your knowledge and skills  • Be responsible for the club camera, providing pictures of club activities to promote the club  • Attend Club Captain meetings when required  • When working in specialised clubs, such as those with animals, or with vital equipment, you may be expected to undergo further training as deemed necessary by the club host. |
| **Leadership Skills focus** | **Reliable**  You must attend each session and be reliable to support events such as the club marketplace.  **Organised**  The necessary equipment must be prepared and packed away for the club sessions.  **Record keeping**  Accurate records need to be kept, as necessary. This will involve your support to ensure registers are completed.  **Communication skills**  You will need to demonstrate the workings of the club to new members.  **Professional development**  You must develop your knowledge of how best to drive the success of the club, which will involve reading around and researching new ways to bring creative ideas.  **Health and Safety**  Wear appropriate PPE, or take reasonable precautions as necessary to the club activities. |
| **Staff member to contact for further information** | The club host (initialled on the BOOST Clubs overview), Mr Thomas and Mr Evans |