Position Title:

Reports to:

Description of Activities/Duties:

Number of Students Participating:

Activities (Duration):
8 weeks or less   9 to 12 weeks   12 to 14 weeks   One semester   Entire Year

Frequency of Activities/Duties:
Daily   once a week   twice Week   Alternate Weeks   once a month   other

Management Responsibilities:

    Budgeting
    Recordkeeping
    Inventory
    Staff organization/supervision
    Fund raising
    Other