Job Description:
To oversee all activities of the CSF club at the high school.

Qualifications:
1. Member of high school staff

Typical Duties
1. Hold election of officers at the beginning of the school year.
2. Meet with officers to prepare for CSF sign ups.
3. Conduct CSF sign ups in accordance with school rules.
4. Conduct monthly meetings for CSF members.
5. Meet with officers bi-monthly to review class binders, CSF lists, community service hours, etc.
6. Organize and conduct a fall college field trip
7. Organize and conduct a spring college field trip
8. Order necessary materials for graduation.
9. Organize and conduct meetings for the scholarship committee and ensure that CSF scholarships are awarded.
10. Present awards at Senior Awards Night.
11. Organize and conduct officer appreciation luncheon and a CSF appreciation luncheon.

Immediate supervisor:
Assignment: School Year
Salary: Stipend schedule