



Wildwood Wildcat Booster Club

Academic Committee Chairperson

Committee:	Academic Committee	Job Title:	Academic Committee Chairperson
Raptor Security Approval Required:	Yes, https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==	School Year	2022/2023
Committee Chairperson	Josie Morello	Chairperson Contact Information	curlytop@thevillages.net
Training Required:		Estimated Time Commitment	August – February 3 hours per month March – May 5 hours per month
Contact Information			
EMAIL: WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM		WEBSITE: HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM	
Job Description			
<p>ROLE</p> <p>Communication liaison for WWBC with Wildwood Middle High School (WMHS) Guidance Counselors. Develop and implement policy and procedures for tutor and mentoring administration and processes. Member of WWBC Leadership committee which establishes short- and long-term goals for the WWBC volunteer committees.</p> <p>RESPONSIBILITIES (TUTOR AND MENTOR)</p> <ul style="list-style-type: none"> • Coordinate WWBC volunteers and ensure all required WMHS documentation is completed • Work with WMHS Guidance Department <ul style="list-style-type: none"> ○ Develop future strategies to improve tutoring and mentoring processes • Member of Tutor for Kids <ul style="list-style-type: none"> ○ Educates WWBC Board on Tutor for Kids activities and training opportunities • Maintain official WWBC Tutor and Mentor documentation • Publish and maintain WMHS mentoring application on WWBC website with the assistance of the WWBC secretary. • Publish and maintain job descriptions for all tutor and mentor volunteer positions with the assistance of the WWBC secretary. • Coordinate student to mentor/tutor matches with WMHS Guidance Department <p>RESPONSIBILITIES (OTHER ACADEMIC)</p> <ul style="list-style-type: none"> • WWBC liaison for teacher’s wish list submission and procurement 			

- WWBC contact for Science Fair volunteer recruitment, fund request and procurement
- WWBC contact for Debate Team volunteer recruitment, fund request and procurement

Author (s):	Josie Morello, Academic Chairperson	Date:	June 1, 2022
Approved By:	Woody High, WWBC Director	Date:	
Last Updated By:	Cindy Titsworth, WWBC Secretary	Version	1.0.0 June 1, 2022