



<https://theadhyyan.edu.in/job/activity-in-charge/>

## Activity In-Charge

### Description

The Activity In-Charge is responsible for planning, organizing, and implementing a variety of extracurricular activities for students at The Adhyayan School. They will work closely with teachers, coaches, and other staff to ensure that activities are safe, engaging, and aligned with the school's mission and values.

### Responsibilities

- Develop and implement a comprehensive activities program for students in all grades.
- Oversee the day-to-day operations of all extracurricular activities, including scheduling, budgeting, and staffing.
- Recruit, train, and supervise activity leaders and volunteers.
- Ensure that all activities are safe and compliant with school policies and regulations.
- Promote extracurricular activities to students and encourage participation.
- Maintain accurate records of all activities, including attendance, participation, and outcomes.
- Evaluate the effectiveness of the activities program and make recommendations for improvement.
- Collaborate with teachers and coaches to integrate extracurricular activities into the curriculum.
- Stay up-to-date on trends in extracurricular activities and implement new and innovative programs.

### Qualifications

- Bachelor's degree in education, recreation, or a related field.
- Experience working with children and youth in an extracurricular setting.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Creative and resourceful problem-solving skills.
- Enthusiasm for extracurricular activities and a commitment to providing students with positive learning experiences.

### Job Benefits

- Competitive salary and benefits package
- Opportunity to work in a dynamic and supportive school environment
- Professional development opportunities
- Chance to make a positive impact on the lives of students

### Contacts

Please send your resume and a cover letter to [hr@theadhyyan.edu.in](mailto:hr@theadhyyan.edu.in)

### Hiring organization

The Adhyayan School, Meerut is a leading CBSE school in Meerut, India. We are committed to providing our students with a high-quality education that prepares them for success in college and beyond. Our school is known for its strong academic record, its dedicated faculty, and its vibrant learning environment.

### Employment Type

Full-time

### Job Location

The Adhyayan School, Meerut

### Date posted

December 5, 2023

### Valid through

20.12.2023