

**Winooski School District**  
**Co-Curricular Job Description**

Position: *VTLSP Advisor*

As Advisor for the Vermont Teen Leadership and Safety Program, you will work beyond your contract time to develop in teen leaders, an awareness of prevention and wellness issues. The following outcomes/products will result:

- Advising, managing and organizing weekly group meetings
- Advising students in activities, campaigns, and prevention activities.
- Assisting in implementation of activities, campaigns, and prevention activities developed by students.
- Acting as a liaison between the student group and school administration
- Attending conferences and trainings sponsored by the statewide VTLSP group.
- Managing finances and coordinating fundraising activities when appropriate
- Completing required yearly paperwork for the statewide VTLSP group.
- Advising the student leaders of the group regarding the group's activities and goals as well as leadership skills

**Compensation:** Category\_\_\_/Step\_\_\_ \$per year

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/ Designee

\_\_\_\_\_  
Date