



Job Description

Position Title: Yearbook Sponsor

Purpose of Position

The yearbook sponsor is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through mentoring young people as spiritual leader and role model. This position oversees and supervises the production of the high school yearbook.

Position:

- Part-time
- Stipend Pay

Reports To: High School Principal

Evaluated By: High School Principal

Qualifications:

- High School diploma or equivalent, preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Experience in photography preferred.
- Experience using photo editing software preferred.

Professional Profile:

- Committed to the mission of DMCS.
- Ability to work with diverse groups, including teachers, students, administrators, parents and vendors.
- Maintains confidentiality.
- Maintains effective communication with students, parents, and administration.
- Possesses excellent organizational skills and meets deadlines.

Responsibilities:

- Oversees production of High School yearbook.
- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Supervises yearbook staff and determines student job responsibilities.
- Trains students in job responsibilities such as, copy editing, digital/print photography, graphic design, and video production.
- Collaborates with yearbook vendor as needed.
- Collaborates with the Principal in the management of the yearbook budget.
- Obtains approval from Principal on spreads, content, etc. prior to printing.
- Manages yearbook sales.