



Management of Extracurricular Activities at SMP Negeri 1 Wih Pesam Bener Meriah Regency

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Receive: 10/06/2023

Accepted: 10/07/2023

Published: 01/10/2023

Abstract

The aim of this research is to describe the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency. This research uses a qualitative descriptive paradigm approach. Qualitative research is a research procedure that produces descriptive data in the form of written or spoken words from people who can be observed. In this research, the researcher tried to reveal and tell various forms of conditions, events and realities in the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency. The results of the research show that the planning for extracurricular activities that has been mutually agreed upon is very good because the school has involved all elements of the school, especially the head of student affairs, extracurricular supervisors, committees and parents by holding meetings to discuss the objectives of implementing extracurricular activities, scheduling extracurricular activities as well as the division of tasks and tasks. responsibilities of extracurricular supervisor teachers.

Keywords: management, activities, extracurricular.

Abstrak

Penelitian ini bertujuan untuk mendeskripsikan manajemen kegiatan ekstrakurikuler di SMP Negeri 1 Wih Pesam Kabupaten Bener Meriah. Penelitian ini menggunakan pendekatan paradigma deskriptif kualitatif. Penelitian kualitatif adalah prosedur penelitian yang menghasilkan data deskriptif berupa kata-kata tertulis atau lisan dari orang-orang yang dapat diamati. Dalam penelitian ini, peneliti berusaha mengungkapkan dan menceritakan berbagai bentuk keadaan, peristiwa dan kenyataan yang ada dalam pengelolaan kegiatan ekstrakurikuler di SMP Negeri 1 Wih Pesam Kabupaten Bener Meriah. Hasil penelitian menunjukkan bahwa perencanaan kegiatan ekstrakurikuler yang telah disepakati bersama sudah sangat baik karena pihak sekolah telah melibatkan semua unsur sekolah terutama waka kesiswaan, guru pembimbing ekstrakurikuler, komite dan orang tua siswa dengan cara mengadakan rapat untuk membahas tujuan pelaksanaan kegiatan ekstrakurikuler, penjadwalan kegiatan ekstrakurikuler serta pembagian tugas dan tanggung jawab guru pembimbing ekstrakurikuler.

Kata kunci: manajemen, kegiatan, ekstrakurikuler.

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Introduction

Minister of Education and Culture Regulation Number 81A of 2013 is one of the formal policies made by the government to support the implementation of the 2013 curriculum. The form of implementation of the teaching and learning process includes intracurricular and extracurricular activities. Intracurricular activities are face-to-face learning activities in allocations that have been regulated in the structure and content of the curriculum. Extracurricular activity management has a position in analyzing what desires students need to take part in extracurricular activities at the school. At least extracurricular activities can help students discover their talents. Based on this statement, good management is needed so that the implementation of extracurricular activities can contribute to creating and improving the abilities possessed by students. Extracurricular activities are intended to develop one of the subject areas that is of interest to a group of students, for example, sports, arts, various skills, scouting, and so on. Extracurriculars are part of the work of student management under the coordination of the deputy principal for student affairs (Syarifuddin, 2015).

Student management is the process of managing all matters related to students in a school, starting from planning the admission of new students, coaching students while they are at school, until students complete their education through creating an atmosphere that is conducive to the ongoing effective teaching and learning process. Student activities are divided into curricular and extracurricular activities. These two types of learning simultaneously determine the quality of outcomes of educational institutions (W. Mantja, 2017). Extracurricular activities are said to be successful if they can develop students' talents and interests well and broaden students' horizons which will ultimately be able to support

extracurricular programs at school. Therefore, schools are obliged to carry out extracurricular activities. Apart from supporting the success of intracurricular programs, extracurricular activities are also implemented as a form of fulfilling students' rights, that students have the right to receive educational services in accordance with their talents, interests and abilities.

Extracurricular activities will not be successful if they are not managed well by the school. Effective management of extracurricular activities can not only support the success of intracurricular programs, but can support the success of education at large. Management activities are activities that cannot be separated from the world of education because they greatly influence the development of the world of education, even educational problems that arise in the world of education are also caused by management activities that are not carried out well. Tilaar, (2017:12) stated that: "Today's development of national education increasingly requires better management. It could be said that the education crisis faced by the nation today revolves around a management crisis. Therefore, to improve it must start from the management itself."

SMP Negeri 1 Wih Pesam, Bener Meriah Regency is a school located on Jln Bireuen - Takengon, Simpang Balek, Wih Pesam District, Bener Meriah Regency. This school is one of the first secondary schools in the city center which stands in a neighborhood that is not too far apart. In the practice of school life, the promotional competition for SMP Negeri 1 Wih Pesam, Bener Meriah Regency is a challenge in itself. The intense competition for education in the school environment also greatly influences how to maintain its existence. SMP Negeri 1 Wih Pesam, Bener Meriah Regency has often won championships in various competitions at the

Bener Meriah Regency/City level and has been a representative at the provincial level.

Research methods

This research uses a qualitative descriptive paradigm approach method, as according to Meleong, (2015) qualitative research is a research procedure that produces descriptive data in the form of written or spoken words from people who can be observed. In this research, the researcher tried to reveal and tell various forms of conditions, events and realities in the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency. To obtain data, researchers use field research methods, namely direct observation in the field to obtain the data used, so that the expected data is more objective, clear and accurate. To strengthen the argument, the author uses theories as support taken from previous books, theses and journals. The researcher took this approach because the researcher wanted to directly observe the implementation of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency.

Results and Discussion

Research data regarding the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency will be explained in this section. Researchers obtained data about the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency using methods including observation, interviews and documentation. The following is a presentation of the research results obtained in the field.

a. Planning for extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency

The results of the researchers' findings regarding planning for the management of

extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are (1) Preparation of extracurricular management planning involves all elements of the school, especially the head of student affairs, extracurricular supervisors, committees and student guardians by holding meetings to discuss the objectives of implementing extracurricular activities, scheduling of extracurricular activities and distribution of duties and responsibilities of extracurricular tutors. Deputy head of student affairs, extracurricular supervisor, teacher/coach for extracurricular activities also distributed forms to each student to choose extracurricular activities. The meeting was held in June and will be held in July for the next year. (2) Limiting targets and determining work implementations to achieve maximum effectiveness is carried out through the process of making work plans to determine achievement indicators, determining plans and implementation evaluation methods, as well as techniques for determining targets and goals through limited recruitment programs by limiting the number of participants who take part in extracurricular activities. (3) Techniques for collecting and analyzing information in managing extracurricular activities are carried out through a weekly evaluation process, through briefing activities every Monday with supervisors and extracurricular membership. (4) The technique of developing alternatives from the results of information analysis in managing extracurricular activities is carried out by the principal together with other elements, revising indicators based on the results of initial information from student participation, work evaluation and feedback from members and leaders, revising the effectiveness of time and role. people involved in extracurricular activities. (5) Guidelines for government regulations in carrying out extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are guided by Permendikbud

number 62 of 2014 and Minister of Education and Culture Decree No. 162 of 2021.

b. Organizing extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency

The results of the research findings related to organizing the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency, namely (1) The resources and activities needed to achieve the goals of organizing extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency have their own extracurricular activity organizations, which is borne by the head of each group and in the selection of teachers/coaches for extracurricular activities, they are directly recruited by the head of student affairs and extracurricular coaches who have been previously selected and have abilities in accordance with their respective majors who can run good extracurricular activities. (2) The organizational design process for extracurricular activities is carried out by creating a program with administrators and coaches/coaches, a management structure for each extracurricular activity, as well as assigning full responsibility to all components. (3) Assignment of responsibility to the organization in extracurricular activities is proven by assignment certificates, activity schedules and billing sheets, creating activity programs, as well as providing maximum programs and targets to activity coaches/supervisors. (4) The delegation of the necessary authority to individuals to carry out their duties in extracurricular activities is carried out by the Principal by making a joint agreement, issuing assignment decrees according to their respective fields, creating an extracurricular management structure and making an activity schedule.

c. Mobilization of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency

The results of the research findings regarding the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency, namely (1) Policy makers regarding extracurricular programs refer to the PP and Permendikbud and listen to extracurricular members' suggestions, as well as the aspirations/suggestions of guardians. (2) Rationale and policy objectives for extracurricular activities are adjusted to needs, achieving regional, provincial and national achievements. (3) The various extracurricular activities that are running at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are Scouting, silat, Tahsin and tahfis, futsal, art, tekwondo and Olympic subjects. (4) The implementation of the extracurricular activity program at SMP Negeri 1 Wih Pesam, Bener Meriah Regency has been going well. In 2021, several students have received extracurricular activity awards at Regency, Provincial, National and International regions, namely: 1st place in Futsal Fourta Ecsforgion at Regency level, 1st place in FLS2N Creative Dance and Women's Solo Vocal at provincial level, FLS2N Women's Solo Vocal Finalist at National level, Top 50 International Level Southeast Asian Student Poetry Creation Competition. In 2022, he won 1st place in Taekwondo at the Regency level, and became a finalist in the FLS2Ndi Solo Vocal Competition at the Provincial level. (5) The steps in implementing the extracurricular activity program at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are carried out in several ways, namely the first is forming a work team, making a well-arranged extracurricular activity schedule and the last is that once every three months there must be an accurate report in implementing extracurricular activities. (6) Extracurricular activities are carried out in the afternoon outside of class hours and specially

scheduled extracurricular activities are agreed upon each day. (7) Teacher trainers/teachers of extracurricular activities are in accordance with their skills and coaching profession so that they are trusted to be extracurricular coaches to develop the talents and interests of students. (8) The source of extracurricular funds at SMP Negeri 1 Wih Pesam, Bener Meriah Regency is from the school, from the cash of students carrying out extracurricular activities, from donations from donors and from the help of parents of students. Supporting and inhibiting factors in extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency .

d. Supervision of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency

The results of the research findings related to supervision of the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency, namely (1) Implementation of program evaluation is carried out in two stages, namely every week and every semester. The party providing the report is included in written form containing extracurricular activity data and documents. Apart from that, the school management provides as much opportunity as possible for parents or anyone else to convey complaints and criticism or suggestions to the school in order to improve the quality of extracurricular activities at the school. (2) At the end of this assessment, the extracurricular teacher, extracurricular coordinator, student affairs department, and school principal coordinate again to evaluate the extracurricular program for a year. This assessment is based on detailed planning containing targets, success indicators for each type of extracurricular activity on the agenda, and the school's short-term and long-term goals. Usually in the form of achievements in various competitions or tournaments.

Discussion

According to D. Lisa Septia, (2020: 15) planning is the process of defining organizational goals, creating strategies to achieve goals, and developing plans for organizational work activities. Planning is the most important process of all management functions because without planning other functions will not be able to run. The process of managing extracurricular activities in schools should begin with careful planning by teachers and the school principal as the person who plays a role in making decisions in determining extracurricular activities. At the planning stage for extracurricular activities at school, there are several steps that need to be taken before organizing extracurricular activities.

Planning for extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency begins with planning that has been designed as well as possible, first making plans for extracurricular programs as best as possible in planning extracurricular activities, which involves all elements of the school, especially the head of student affairs, extracurricular supervisors, committees and student parents with hold a meeting to discuss the objectives of implementing extracurricular activities, scheduling extracurricular activities and the division of duties and responsibilities of extracurricular supervisor teachers. Deputy head of student affairs, extracurricular supervisor, teacher/coach for extracurricular activities also distributed forms to each student to choose extracurricular activities. The meeting was held in June and will be held in July for the next year.

Limiting targets and determining work implementations to achieve maximum effectiveness is carried out through the process of making work plans, determining achievement indicators, determining plans and implementation

evaluation methods, as well as techniques for determining targets and targets through limited recruitment programs by limiting the number of participants who take part in extracurricular activities.

Techniques for collecting and analyzing information in managing extracurricular activities are carried out through a weekly evaluation process, through briefing activities every Monday with extracurricular supervisors and membership. The technique of developing alternatives from the results of information analysis in managing extracurricular activities is carried out by the principal together with other elements, revising indicators based on the results of initial information from student participation, work evaluation and feedback from members and leaders, revising the effectiveness of time and the role of the people involved. in extracurricular activities. Government regulatory guidelines for carrying out extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are guided by Permendikbud number 62 of 2014 and Minister of Education and Culture Decree No. 162 of 2021.

The next step taken in planning an extracurricular activity program is organizing. According to D. Lisa Septia, (2020: 15) Organizing is a process that concerns how the strategies and tactics that have been formulated in planning are designed in an appropriate and tough organizational structure, a conducive organizational system and environment, and can ensure that all parties in the organization can work effectively and efficiently to achieve organizational goals. The organizing stage consists of an organizational structure, clear and detailed division of tasks, authority and responsibility for each member of the organization. Likewise, in organizing extracurricular activities, trainers and accompanying teachers are determined as

coordinators (persons in charge) of certain extracurricular fields. Each has a clear jobsdeks that must be implemented.

To organize extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency has its own extracurricular activity organization which is responsible for the head of each group and in selecting teachers/coaches for extracurricular activities, they are directly recruited by the head of student affairs and extracurricular supervisors who have been previously selected and have abilities according to their respective majors and can carry out good extracurricular activities.

The organizational design process for extracurricular activities is carried out by creating a program with administrators and trainers/coaches, a management structure for each extracurricular activity, as well as assigning full responsibility to all components. Assignment of responsibility to the organization in extracurricular activities is proven by assignment certificates, activity schedules and billing sheets, creating activity programs, as well as providing maximum programs and targets to trainers/activity supervisors.

Extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency which are carried out in the management of extracurricular activities are mobilization. According to Nur Arifah 2016, the third function in management is mobilization, namely actions taken so that resources move to carry out activities to achieve goals. Activities in mobilization are taking part in determining decisions or rules, leading and providing challenges for members, developing human resources, rewards in the form of awards and wages, satisfying employee needs through challenges to improve their work results, improving the implementation of activities according to results and determining gaps.

(deviation) between implementation and standards and plans.

The implementation of the extracurricular activity program at SMP Negeri 1 Wih Pesam, Bener Meriah Regency has been going well. In 2021, several students have received extracurricular activity awards at Regency, Provincial, National and International regions, namely: 1st place in Futsal Fourta Ecsforgion at Regency level, 1st place in FLS2N Creative Dance and Women's Solo Vocal at provincial level, FLS2N Women's Solo Vocal Finalist at National level , Top 50 International Level Southeast Asian Student Poetry Creation Competition. In 2022, he won 1st place in Taekwondo at the Regency level, and became a finalist in the FLS2Ndi Solo Vocal Competition at the Provincial level.

The steps in implementing the extracurricular activity program at SMP Negeri 1 Wih Pesam, Bener Meriah Regency are carried out in several ways, namely the first is to form a work team, make a well-arranged extracurricular activity schedule and the last is that once every three months there must be an accurate report on the implementation of activities extracurricular.

Extracurricular activities are carried out in the afternoon outside of class hours and specially scheduled extracurricular activities are agreed upon each day. Teacher trainers/teachers of extracurricular activities are in accordance with their skills and coaching profession so that they are trusted to be extracurricular coaches to develop the talents and interests of students. The source of extracurricular funds at SMP Negeri 1 Wih Pesam, Bener Meriah Regency is from the school, from the funds of students carrying out extracurricular activities, from donations from donors and from the help of students' parents.

The final step in managing extracurricular activities is supervision. This function is also called control or evaluation. According to Nur

Arifah 2016, supervision can be interpreted as a process carried out for activities to follow the realization of personnel behavior in the organization and whether the level of achievement of organizational goals is as desired. The implementation of program evaluation at SMP Negeri 1 Wih Pesam, Bener Meriah Regency is carried out in two stages, namely every week and every semester. The party providing the report is included in written form containing extracurricular activity data and documents. Apart from that, the school management provides as much opportunity as possible for parents or anyone else to convey complaints and criticism or suggestions to the school in order to improve the quality of extracurricular activities at the school.

At the end of this assessment, the extracurricular teacher, extracurricular coordinator, student affairs department, and school principal coordinate again to evaluate the extracurricular program for a year. This assessment is based on detailed planning containing targets, success indicators for each type of extracurricular activity on the agenda, and the school's short-term and long-term goals. Usually in the form of achievements in various competitions or tournaments.

Conclusion

Based on the results of the research and discussion that the researcher has presented, it can be seen that the management of extracurricular activities at SMP Negeri 1 Wih Pesam, Bener Meriah Regency has been running well. The extracurricular management implemented at SMP Negeri 1 Wih Pesam, Bener Meriah Regency is very helpful in activities that improve students' non-academic achievements so that students are able to compete with other schools, both at city and international levels and can make the institution proud with their achievements. that have been achieved by students. Planning that is

carried out well includes holding meetings to determine activity participants, recruiting supervising teachers, determining activity schedules, determining infrastructure to support activities, determining activity funding. Organization that makes it easier to determine the duties of each activity supervisor, the parties involved in the organizational structure, the school principal, student affairs supervisor, supervisor teacher.

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