



## OPPORTUNITY POSTING

For the Position of

### District Leadership Development Coordinator

**NOTE:** This is a posting for a **three year term** for the position of District Leadership Development Coordinator effective October 1, 2021. It includes a required training opportunity that commences March 2020. The successful candidate will be trained by the current Leadership Development Coordinator and observe the Club Leadership Education (CLE) Training planning and training procedures for this current administrative year.

The District Leadership Development Coordinator is a volunteer position.

#### Position Duties

- Participating as a Member of the Kiwanis International Team of Leadership Development Coordinators
- Attending regularly scheduled meetings with the Kiwanis International Team of Leadership Development Coordinators lead by KI staff (approximately 6 per year)
- Planning and delivering the annual virtual “Train the Trainer” session for Certified CLE Trainers annually, in accordance with the District Policy
- Managing the District Team of Certified CLE Trainers, including vacancy management, in accordance with the District Policy
- Monitoring the annual District CLE Training Delivery Schedule

#### Responsibilities

- To work closely with the Governor-elect to ensure the CLE Training is delivered in every Division of the District
- To work closely with the Lieutenant Governor Training Coordinator regarding the training items delivered by the Lieutenant Governors their CLE Training session.
- To utilize the CLE curriculum approved by Kiwanis International
- To support the communication needs and training material needs of the French speaking Certified CLE Trainers of the District
- To be a positive, enthusiastic facilitator

#### Qualification Requirements

- A minimum of two years experience as a Kiwanis Certified Club Leadership Education Trainer within the past five years

## Experience Requirements

- Administration experience
- Previous adult education instruction and facilitation experience
- Team Leadership Experience
- Experience engage adults in an interactive learning environment

## Skills Requirement

- Proficiency utilizing e-mail and the internet
- Proficiency Microsoft Office Suite products including PowerPoint
- Proficiency utilizing the virtual platform ZOOM
- Proficiency delivering virtual training
- Proficiency in written and oral communication

## How to Apply

Referencing the above information, submit a **one page** letter of application to **Governor-elect Jim Scott** at [cjscott@sympatico.ca](mailto:cjscott@sympatico.ca).

Your letter should include the reasons you are interested in the opportunity to serve as the Leadership Development Coordinator for the Eastern Canada and the Caribbean District.

**Application letters must be received by midnight February 7, 2021**

January 16, 2021