



Kiwanis®

District Youth Protection Manager job description

Governor Jim is seeking a dedicated Kiwanis member to serve as Youth Protection Manager. The job description is shown below. If you are interested, please contact Governor [Jim Scott](#) or the [District Office](#).

This position is responsible to the Eastern Canada and Caribbean Board however Kiwanis International provides support, training updates and compliance background checks compliance data, directly from the Kiwanis Youth and Service Leadership Program Group.

Responsibilities:

- To communicate the basics of the Youth Protection Guidelines within his/her respective district.
- To help clubs understand their responsibilities in youth protection.
- To be a connection between Kiwanis International and the Kiwanis district/Key Club district on issues of youth protection.

Duties:

1. Learn and understand the contents of the Youth Protection Guidelines and serve as a resource for the clubs. Provide answers to basic questions and instruct the clubs as to how to utilize the materials provided.
2. Ensure Kiwanis district staff and leadership receive annual training on the Youth Protection Guidelines.
3. Provide information and training for the SLP advisors or club SLP chairman.
4. Submit youth protection articles for the district bulletin.
5. Conduct workshops and training at district events using materials provided by Kiwanis International. Such events include, but are not limited to, Kiwanis district convention, Key Club district convention, Kiwanis Mid-Year Conference, etc.
6. Regularly communicate with Kiwanis International regarding club activities and issues that arise.
7. Seek to keep up to date on trends impacting youth protection.
8. Participate in quarterly meetings for Managers from multiple Districts conducted by Kiwanis International.
9. Work with Kiwanis International to assist with their background check and training compliance efforts.

Qualifications:

- A background in youth training, education or law enforcement is ideal.

- Active Kiwanis member in good standing.
- Ability to speak in public and conduct workshops and training sessions.
- It is strongly encouraged that the individual appointed to this position serves a minimum of a three-year term.