



A Kiwanis International VOLUNTEER OPPORTUNITY POSTING

For the Position of

District Leadership Development Coordinator

NOTE: This is a Kiwanis International posting for a **three year term** for the position of District Leadership Development Coordinator effective **October 1, 2022**, preceded by a preparation “job shadowing” training period commencing **February 15, 2022**. The successful candidate will be trained by the current Leadership Development Coordinator and observe the Club Leadership Education (CLE) Training planning and training procedures in the current administrative year.

The District Leadership Development Coordinator is a volunteer position.

This is an interesting, rewarding opportunity to support the leadership development of the future leaders of the Eastern Canada and the Caribbean District.

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 8 evening meetings per year)
- Planning and delivering the annual virtual “Train the Trainer” sessions for Certified CLE Trainers annually, in accordance with the District Policy
- Managing and supporting 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 to be delivered by the Lieutenant Governors at their Division’s CLE Training session.
- To ensure the delivery of the CLE curriculum approved by Kiwanis International
- To advise Kiwanis International regarding the communication 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 three years experience within the past six years as a Kiwanis Certified Club Leadership Education Trainer

Experience Requirements

- Previous adult training and facilitation experience
- Team Leadership Experience
- Experience engaging adults in an interactive learning environment

Skills Requirement – proficiency utilising the following

- E-mail and the internet
- Microsoft Office Suite products including PowerPoint
- Virtual platforms such as Zoom
- Virtual training methods
- Written and oral communication

How to Apply

Referencing your qualifications, experience and skills as listed above, submit a letter of application to **Governor Jim Scott** at district@kiwanisecc.org.

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 January 31, 2022

Questions?

Please contact current Leadership Development Coordinator Joanne Murray at joanne.murray@rogers.com or **519-752-7941**