



Kiwaniis®

PENNSYLVANIA DISTRICT

Certified instructor position description

Position summary

Provide strategic facilitation of classroom education programs to club officers.

Position responsibilities

- Work closely with the Governor(s), District Leadership Development Coordinator and Kiwanis International staff to achieve the strategic objectives of the education programs
- Ensure consistency in education programs, delivery, and branding
- Facilitate education sessions for club leadership education and other programs (as applicable)
- Be a positive, enthusiastic facilitator who uses the required curriculum approved by Kiwanis International
- Act as an advocate and representative of the District and Kiwanis International
- Participate in an annual evaluation process

Qualifications:

Kiwanis requirements:

- Held the position of Lt. Governor or higher preferred

Experiences:

- Previous adult education instruction/facilitation experience
- Ability to work as a team
- Strong interpersonal skills
- Ability to adapt in a group setting
- Ability to lead and engage adults in an interactive learning environment
- Capable of maintaining positive relationships
- Excellent written and oral communication skills

Skills requirements:

- Microsoft Office Suite products; with proficiency in PowerPoint
- E-mail and internet proficiency
- Current facilitation technology including an LCD projector and laptop

Other requirements:

- Kiwanis Family experience a plus
- Meetings with District Leadership Education Chair and other Certified Trainers
- Three-year commitment