

## Builders Club district administrator

### Position summary

Responsible for providing quality and efficient leadership to, and administration of, the Builders Club district organization as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

### Position responsibilities

#### **AMBASSADORSHIP**

District administrators are the “adult face” of the Builders Club program in their district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary “go-to” person for the program in their district.

#### ***Position requirements:***

- Serve as primary liaison between the Builders Club program and the Kiwanis district.
- Develop positive working relationships with the Kiwanis district governor, governor-elect, secretary and other district leadership.
- Provide training and information on Builders Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the Builders Club program throughout the Kiwanis district through articles, social media, newsletters and presentations.
- Understand the Youth Protection Guidelines and how they relate to Builders Club programming.

#### ***Additional best practices:***

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Builders Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

## OPENING NEW CLUBS

District administrators support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in their district to promote the program to potential host sites (schools, agencies, etc.).

### *Position requirements:*

- Provide assistance by facilitating the relationship between potential Builders Club host sites and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing Builders Clubs.
- When a Builders Club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available or interested to provide sponsorship.

## CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

### *Position requirements:*

- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

### *Additional best practices:*

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors with clear objectives and goals for the communication.
- Attend club meetings and division council meetings as invited when possible.
- Provide educational materials and resources to advisors:
  - Service project ideas
  - Fundraising ideas
  - Club officer training
  - Preferred charity information
  - Information provided to you through weekly emails from Kiwanis International, as appropriate

## COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

### *Position requirements:*

- Communicate with and train committee members to promote Builders Club programs within the district.
- Train committee members to collaborate on the district goals for Builders Club.

## LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and their district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

### *Position requirements:*

- Assist with Builders Club annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Coordinate the annual district contests and awards and submit winners to Kiwanis International.

### *Additional best practices:*

- Forward news articles and photos for use on websites and in publications of Builders Club at Kiwanis International (shareyourstory@kiwanis.org).
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

## Suggested qualifications

### ***Educational background:***

- Bachelor's degree preferred, but not required

### ***Experiences:***

- Experience in youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

### ***Skills:***

- Computer proficiency
- Internet and email access

### ***Other:***

- Kiwanis membership
- Previous experience with Builders Club