

Position descriptions

District membership coordinator

Position description

The district's membership coordinator is responsible for membership growth in the district and for providing direction and support for club opening and membership strengthening. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members.

Appointed by: District Governor and/or District Governor-Elect

Reports to: Area Coordinator and Kiwanis International Area Director

Experience requirements:

- Membership in a club that has maintained or increased its membership
- Club-opening experience through a "blitz" process
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Developing, presenting and delivering strategic program plans
- Enhancing others' skills and productivity
- Well-versed and qualified in conflict management

Required attributes and skills:

- Commitment to the district's membership goals, plan and strategies
- Knowledgeable in club opening and club coaching resources, both through the district and Kiwanis International
- Effective communicator and facilitator
- Sound judgment as well as a positive and enthusiastic attitude
- Skillful and diplomatic when working with volunteers, potential new members, and community leaders
- Effective team-building skills
- Firm, decisive and pragmatic
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as email, calendar and management tools

Your responsibilities:

Build and develop a team

- Recruit and train a team of club openers and coaches in the district
- Participate in regular team meetings and conference calls
- Motivate, coach, recognize and reward team members
- Provide communication, direction and leadership to team members

Club opening

- Coordinate club opening efforts within the district
- As appropriate, coordinate a club-opening blitz with a Kiwanis International club opening specialist
- Direct and support club-opening and membership initiatives in the following activities:
 - Collaborate with lieutenant governors in selecting division-team members for growth efforts
 - Appoint and appropriately report club coaches and club openers to the area coordinator
 - Arrange date and location of training for the district membership team in concert with the Kiwanis International area director
 - Assist in developing and implementing region and/or division membership plans for club opening

Club strengthening

- With Kiwanis International and district leaders, develop supporting goals, strategies as well as plans and budgets to promote membership strengthening within the district
- Collaborate with lieutenant governors in identifying clubs for coaching efforts

To the district

- With the assigned Kiwanis International area director, coordinate efforts within the district to ensure that the membership goals and strategies align
- Provide regular membership progress reports to appropriate personnel
- Ensure coordination with Kiwanis International and the district leadership
- Identify, address and resolve district membership team issues

- Manage budget and expenses related to Kiwanis International district membership support
- Coordinate and/or conduct education forums at regional and district events
- Ensure appropriate recognition is provided at district conventions and meetings, as well as in district publications

Commitments

- Service for three years (October 1, 2018, through September 30, 2021)
- Attendance at on-site training hosted by Kiwanis International or in the area
- Ability, availability and willingness to travel
- Ability to invest significant amount of Kiwanis time

This is a voluntary position. We appreciate your dedication to Kiwanis and your community.

