

# Leadership development coordinator

## Position summary

Provide strategic direction of classroom education programs within the district on behalf of Kiwanis International.

### ***Position responsibilities:***

- Work closely with Kiwanis International staff to achieve the strategic objectives of the education programs
- Ensure consistency in education programs and delivery
- Coordinate the calendar and facilitator assignments for club president and club secretary education
- Serve as the liaison between certified instructors and Kiwanis International
- Facilitate the Train the Trainer program as requested
- Evaluate instructors annually using the established process
- Ability to conduct classroom education sessions for club president education and club secretary education and others (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:***

- Previous experience as of lieutenant governor or higher preferred

### ***Experiences:***

- Previous adult education instruction/facilitation
- Ability to work as part of 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
- Management experience a plus

***Skills requirements:***

- Microsoft Office Suite products, with proficiency in PowerPoint
- Ability to use basic functions in SharePoint
- Email and Internet proficiency
- Current facilitation technology, including an LCD projector and laptop

***Other requirements:***

- Kiwanis-family experience a plus
- Weekend and evening work
- Three-year commitment