



# Kiwanis<sup>®</sup>

Dear Instructor Candidate,

Thank you for expressing an interest in the Certified Instructor position. Every October, Kiwanis begins the year with a new slate of club officers, and it requires a team of certified instructors to prepare these club officers for their positions. And that's why we're looking for the best and brightest certified instructors to educate our club officers and prepare them for success.

To be considered for the position, we request that you have strong experience teaching and facilitating in a group environment, using current technology to assist in those education sessions, and preferably, have held the position of Lt. governor or higher. Please review the attached job description for additional information.

As a Certified Instructor, you will be representing Kiwanis International and the KY-TN district to local club officers. Because the club officers will expect you to provide accurate information, all programs will need to be delivered as provided by Kiwanis International and the KY-TN District. This will ensure that the education sessions are consistent and accurate regardless of what district or division the club resides and which instructor is facilitating the curriculum.

We look forward to reviewing your application. Please send to the District office at [ktdistrict@kytnkiwanis.org](mailto:ktdistrict@kytnkiwanis.org) or PO Box 4327 Lexington, KY 40544

In Kiwanis Service,

Mark Garman

Leadership Development Coordinator

KY-TN District of Kiwanis

### Kiwanis International Job Description

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**Job Title:** Certified Instructor **Date Prepared:** February 2022

**Reports to:** International Committee - Leadership Development; District Master Instructor

#### **Job Summary:**

Provide strategic facilitation of classroom and virtual education programs to club officers.

#### **Job Responsibility:**

Position Responsibilities:

- Work closely with the District Master Instructor and Kiwanis International staff to achieve the strategic objectives of the education programs
- Ensure consistency in education programs and delivery
- Facilitate classroom and virtual 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 and the KY-TN District.
- Act as an advocate and representative of the KT District and Kiwanis International. Participate in an annual evaluation process.

#### **Qualifications:**

Kiwanis Requirements:

- Held the position of Lt. Governor or higher preferred

#### **Experiential Requirements:**

- 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 and virtual platforms

#### **Other Requirements:**

Kiwanis Family experience a plus

Weekend and evening work required

Three-year commitment



### PART 3: Skills and Experience

Describe any experience you have in the following areas: group facilitation, technology, teaching, public speaking, and interpersonal communication. Include details such as when skills were used, the size of the groups, who were the participants, and the purpose of the meeting, class, or facilitation program.

Group

Facilitation


Technology


Teaching


Public

Speaking


Interpersonal

Communication


**PART 4: Employment History Relevant to CLE Training**

**Relevant field or profession**

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**Relevant employer**

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**Relevant Title**

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**Primary duties**
