

# Certified instructor position description

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## Position summary

Provide strategic facilitation of classroom education programs to club officers.

## Position responsibilities

- Work closely with the 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 classroom 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
- Weekend and evening work required
- Three-year commitment