

DISTRICT CLUB OPENING COORDINATOR

Helping to spread Kiwanis to new communities in the LaMissTenn District

PREFERRED EXPERIENCE

- Participating in successful club-level membership campaigns
- Opening successful & sustainable new clubs
- Comfortable using email, as well as calendar, spreadsheet, word-processing, presentation and project-management software
- Maintaining positive working relationships
- Enhancing others' skills and productivity
- Managing conflict

PREFERRED ATTRIBUTES & SKILLS

- Positive and dedicated
- Committed to opening new Kiwanis clubs
- Member of a club that has maintained or increased its membership
- Effective team-builder, recruiter, and motivator
- Supportive and encouraging of other team members
- Diplomatic
- Firm, decisive and practical
- Organized
- Communicates effectively
- Educates others about Kiwanis
- Innovative problem-solver
- Exhibits sound judgment

RESPONSIBILITIES

- Work closely with the District Membership Coordinator, the Regional Club Opening Coordinators, the Lieutenant Governors, and the Kiwanis International Club Opening Specialist to identify sites, develop strategies and create a timetable for opening new clubs
- Provide regular progress reports to the District Membership Coordinator and the Governor
- Participate in membership planning meetings at trainings and conventions
- Oversee the District club opening process, in collaboration with the Regional Club Opening Coordinators, Lieutenant Governors, and club coaches
- Mentor Regional Club Opening Coordinators



COMMITMENTS:

- Serve in this role for a minimum of two years
- Travel to new club sites throughout the LaMissTenn District (at least 2 per year)
- Facilitate and coordinate club opening education

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



Kiwanis[®]

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT