

# REGIONAL CLUB OPENING COORDINATOR

*Helping to spread Kiwanis to new communities in each region of 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 in the region
- 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

- Within the respective region, identify sites, develop strategies and create a timetable for opening new clubs with the support and assistance of the District Club Opening Coordinator and the Lieutenant Governors
- Provide regular progress reports to the District Club Opening Coordinator and the District Membership Coordinator
- Help facilitate membership planning meetings at trainings and conventions
- Oversee the regional club opening process, in collaboration with the District Club Opening Coordinator, Lieutenant Governors, and club coaches



## COMMITMENTS:

- Serve in this role for a minimum of two years
- Travel to new club sites throughout the LaMissTenn District (preferably within the designated region)
- Assist with coordinating club opening education

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



**Kiwanis**<sup>®</sup>

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT