

ASSISTANT DISTRICT CIRCLE K ADMINISTRATOR

Strengthening Circle K International (CKI) within the LaMissTenn District

PREFERRED EXPERIENCE

- Participating in Service Leadership Programs (SLP) within the District
- Comfortable using email, as well as calendar, spreadsheet, word-processing, presentation and project-management software
- Maintaining positive working relationships with Kiwanians, SLP advisors and volunteers
- Mentoring SLP members and leaders
- Managing conflict
- Comfortable using social media platforms

PREFERRED ATTRIBUTES & SKILLS

- Positive and dedicated
- Committed to the mission of Circle K International
- Has maintained effective sponsorship of a CKI club
- Effective team-builder, mentor and motivator
- Supportive and encouraging of others
- Diplomatic
- Firm, decisive and practical
- Organized
- Communicates effectively
- Educates others about CKI
- Innovative problem-solver
- Exhibits sound judgment.

RESPONSIBILITIES

- Under the direction of the District Circle K Administrator, responsible for assisting with and supporting District CKI Board, clubs and members
- Along with District CKI Administrator, responsible for providing guidance at all meetings of the CKI District Board of Officers, the annual Circle K District Convention, and all other authorized district functions.
- Assist the District CKI Administrator with the coordination between Circle K clubs and sponsoring Kiwanis clubs
- Assist the District CKI Administrator with coordinating relationships between District CKI Board and other SLP Board members.
- Help District CKI Administrator with maintaining accurate financial reporting and budgeting of Circle K financials



COMMITMENTS:

- Serve in this role for a minimum of one year
- Represent District CKI Administrator at Circle K events, activities and educational conferences throughout the District and International when the Administrator is not available
- Provide support to District CKI Administrator, CKI Board and members

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



Kiwanis

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT