

# ASSISTANT DISTRICT KEY CLUB ADMINISTRATOR

*Helping Kiwanis Empower Youth in the LaMissTenn District*

## PREFERRED EXPERIENCE

- Participating in Service Leadership Programs (SLP) within the District
- Comfortable using email, 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

## PREFERRED ATTRIBUTES & SKILLS

- Positive and dedicated
- Committed to the mission of Key Club
- Member of a Kiwanis club that has maintained effective sponsorship of a Key Club
- Effective team-builder, mentor and motivator
- Supportive and encouraging of others
- Diplomatic
- Firm, decisive and practical
- Organized
- Communicates effectively
- Educates others about Key Club
- Innovative problem-solver
- Exhibits sound judgment.

## RESPONSIBILITIES

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



## COMMITMENTS:

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

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