

DISTRICT KEY CLUB ADMINISTRATOR

Helping Kiwanis Empower Youth in the LaMissTenn District

PREFERRED EXPERIENCE

- Participating in Service Leadership Programs (SLP) within the District
- Managing successful & sustainable Key clubs
- Comfortable using email, calendar, spreadsheet, word-processing, presentation and project-management software
- Maintaining positive working relationships with Kiwanians, SLP advisors and volunteers
- Enhancing SLP club members and leaders' skills and productivity
- 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

- Work closely with the District Key Club Board and the Key Club International support team to provide a meaningful Key Club experience for clubs and members.
- Directly responsible to the Kiwanis District Board for the proper conduct and direction of administrative functioning within the Key Club district
- Oversee the coordination between Key Clubs and sponsoring Kiwanis clubs
- Provide guidance at all Key Club District Board meetings, the annual Key Club District Convention, and all other authorized district and International functions.
- Facilitate relationships between Key Club Board and other SLP Board members.
- Under the leadership of the Executive Director, maintain accurate financial reporting and budgeting



COMMITMENTS:

- Serve in this role for a minimum of one year
- Travel to Key Club events, activities and educational conferences throughout the District and International
- Provide guidance and support to Key Club Board, its members

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