

Suggested Position Description

Title: Builders Club District Administrator
Reports to: District Governor

Prepared: 5/2013

Position Summary

Responsible for providing quality and efficient leadership to and administration of the Builders Club district organization as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

Position Responsibilities

Ambassadorship: District administrators are the “face” of the Builders Club program in their district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary “go-to” person for the program in their district.

Job Requirements:

- Serve as primary liaison between the Builders Club and the Kiwanis district
- Develop a positive working relationships with the Kiwanis district governor, governor-elect, secretary, and other district leadership
- Provide training and information on Builders Club sponsorship at district events
- Attend the Kiwanis district convention, mid-year conference and other meetings/conferences as appropriate
- Promote the Builders Club program throughout the Kiwanis district through articles, social media, newsletters, and presentations
- Demonstrate a clear understanding of the “Youth Protection Guidelines” and how it relates to Builders Club programming

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Builders Club District Administrator position
- Communicate and develop a working-relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others

Opening new clubs: District Administrators are the primary drivers for club growth in their district. Their role is to support new clubs through the club-building and chartering processes. Administrators should also find opportunities in their district to promote the program to potential host sites (schools, agencies, etc.).

Job Requirements:

- Provide assistance, as needed, between potential Builders Club host sites and Kiwanis clubs
- Develop effective strategies for membership recruitment development and retention for existing Builders Club.
- When a Builders Club is chartering without a Kiwanis sponsors, certify to Kiwanis International that no Kiwanis club is available or interested to provide sponsorship.

Club Support: District administrators should offer regular communication and support to both Kiwanis Advisors and Faculty Advisors. They should position themselves as a resource to advisors. Administrators should also find ways to recognize the work of the advisors and develop means to help them do their best work.

Job Requirements:

- Coordinate a communication plan with the Builders Club advisors with a focus on strengthening existing clubs
- Encourage and assist clubs to complete the annual report

Additional best practices:

- Develop a schedule for communicating with both Kiwanis Advisors and Faculty Advisors with clear objectives and goals for the communication.
- Attend club meetings and divisions council meetings as invited when possible
- Provide educational materials and resources to advisors
 - service project ideas
 - fundraising ideas
 - club officer training
 - preferred charity information
 - pass along information provided to you through weekly emails from Kiwanis International, as appropriate

Committee Leadership: District Administrators are encouraged to establish and oversee a committee of adults to help carry out the district's responsibilities for the Service Leadership Program. Therefore, it becomes important for Administrators to be a good leaders/coaches to their committee, and to put people in positions where their strengths match the program needs.

Job Requirements:

- Communicate with and train committee members to promote Builders Club programs within the district.
- Train committee members to collaborate on the district goals for Builders Club

Liaison to Kiwanis International: District Administrators are the primary link between the Kiwanis International staff and their district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information, and representing the interests of Kiwanis International.

Job Requirements:

- Assist with Builders Club fees collections
- Support Kiwanis International's efforts to maintain current records of advisors names

and contact information

- Provide constructive input regarding program development
- Attend Kiwanis Service Leadership Programs Administrator Training Conference
- Coordinate the annual district contests and awards. Submit winners to Kiwanis International.

Additional best practices:

- Forward news articles and photos for use on websites and on publications of Builders Club at Kiwanis International
- Attend Kiwanis International Convention and assist KI staff with promoting SLP sponsorship.

Suggested Qualifications:

Educational background:

- Bachelors degree preferred, but not required

Experiences:

- Experience in youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency
- Internet and email access

Other:

- Kiwanis membership
- Previous experience with Builders Club