

*Suggested Position Description*

Title: K-Kids District Administrator  
District Governor

Prepared: 5/2013 Reports to:

**Position Summary**

Responsible for providing quality and efficient leadership to and administration of the K-Kids 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 “adult face” of the K-Kids 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.

*Position Requirements:*

- Serve as primary liaison between the K-Kids program 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 K-Kids sponsorship at district events
- Attend the Kiwanis district convention, mid-year conference and other meetings/conferences as appropriate
- Promote the K-Kids program throughout the Kiwanis district through articles, social media, newsletters, and presentations
- Understand the “Youth Protection Guidelines” and how it relates to K-Kids programming

*Additional best practices:*

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the K-Kids 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.).



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## *Position Requirements:*

- Provide assistance, as needed, between potential K-Kids club program host sites and Kiwanis clubs
- Develop effective strategies for membership recruitment development and retention for existing K-Kids clubs
- When a club is chartering without a Kiwanis sponsor, 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.

## *Position Requirements:*

- Coordinate a communication plan with the K-Kids 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 should oversee a committee of adults to help carry out district responsibilities. Therefore, it becomes important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match the program needs.

## *Position Requirements:*

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

**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.

## *Position Requirements:*

- Assist with K-Kids club annual renewal fee



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- 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 in publications of K-Kids 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 K-Kids